

FIGURE 1

ISM Job Seeker Home Page - Net-capp

# Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

(Logout) (Find Local Office) (Help)  
(Preview Registration)  
(Cancel) (Save Match Me to Jobs) (Save Don't Match Me to Jobs)

General Info Work History Education Skills Profile

Please fill in all required fields denoted by either an asterisk (\*) or a puzzle ( ).

Current Status: New

Contact Information

\*Last Name: Smith  
\*First Name: Sue  
Middle Initial:   
Email:   
\*Address1: 1234 Main  
Address2:   
\*City: Chicago  
\*State: Illinois  
\*County: COOK  
Home Phone: 773-1234567  
Work Phone:   
Fax Number:   
\*ZIP Code: 60613  
\*Country: USA  
Work Extension:   
\*Password:   
\*Confirm Password:   
(Password must be 5 to 15 characters long)

May Employers contact you directly? ☐ Yes ☒ No (Choose "Yes" to show them your contact information)

Confidential Information

\*Mother's Maiden Name: Man  
SSN:   
\*What is the highest level of Education you have completed? High School Diploma or GED  
\*Can you legally work in the United States? ☐ Yes ☒ No  
Are you willing to work for temporary agencies? ☐ Yes ☒ No

Other Information

Veteran Information

If you are a Veteran or the spouse of a Veteran, click here to enter your Veteran Information

Document Date: 11/17/01  
New/Revised Application: ISM Skills Match Home  
Cancel Panel ISM Job Seeker Home

FIGURE 2

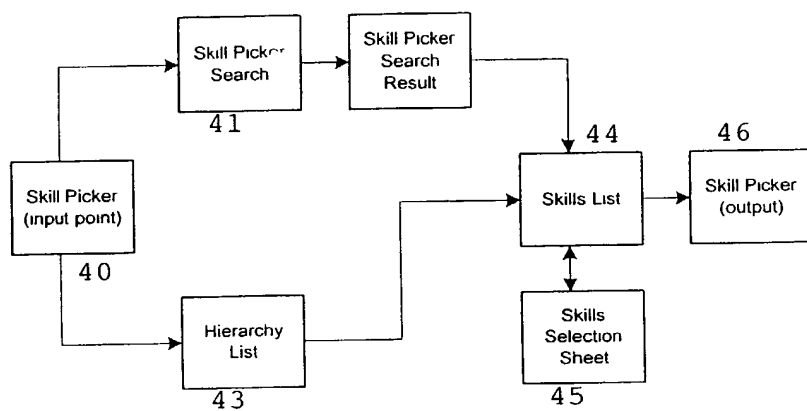


FIGURE 3

Employer Contact Request for Registration - Netscape

Incomplete registrations cannot be processed. Required fields are marked with an asterisk ( \* )

Please fill out your Company Information

\* Company Name   
FEIN   
UI Acct Number   
Company Type: Private Sector

Please fill out your Contact Information

Salutation   
\* First Name  MI  \* Last Name   
Suffix   
\* Email  (You must have an Email address to use the system. Email accounts are generally available for free on the Internet. Employers without Email accounts must contact their Local IETC Office)  
\* Address 1   
Address 2   
\* City   
\* State  Illinois   
\* County   
\* Phone   
Fax   
Department   
Job Title   
\* Password  (Password must be 5 to 15 characters long)  
\* Confirm  (Please re-type your password exactly as you entered it above)

Submit

Document Done  
Novell-delivered Application  
Illinois Skills Match Home  
Employer Contact Re...

11:10 AM

FIGURE 4

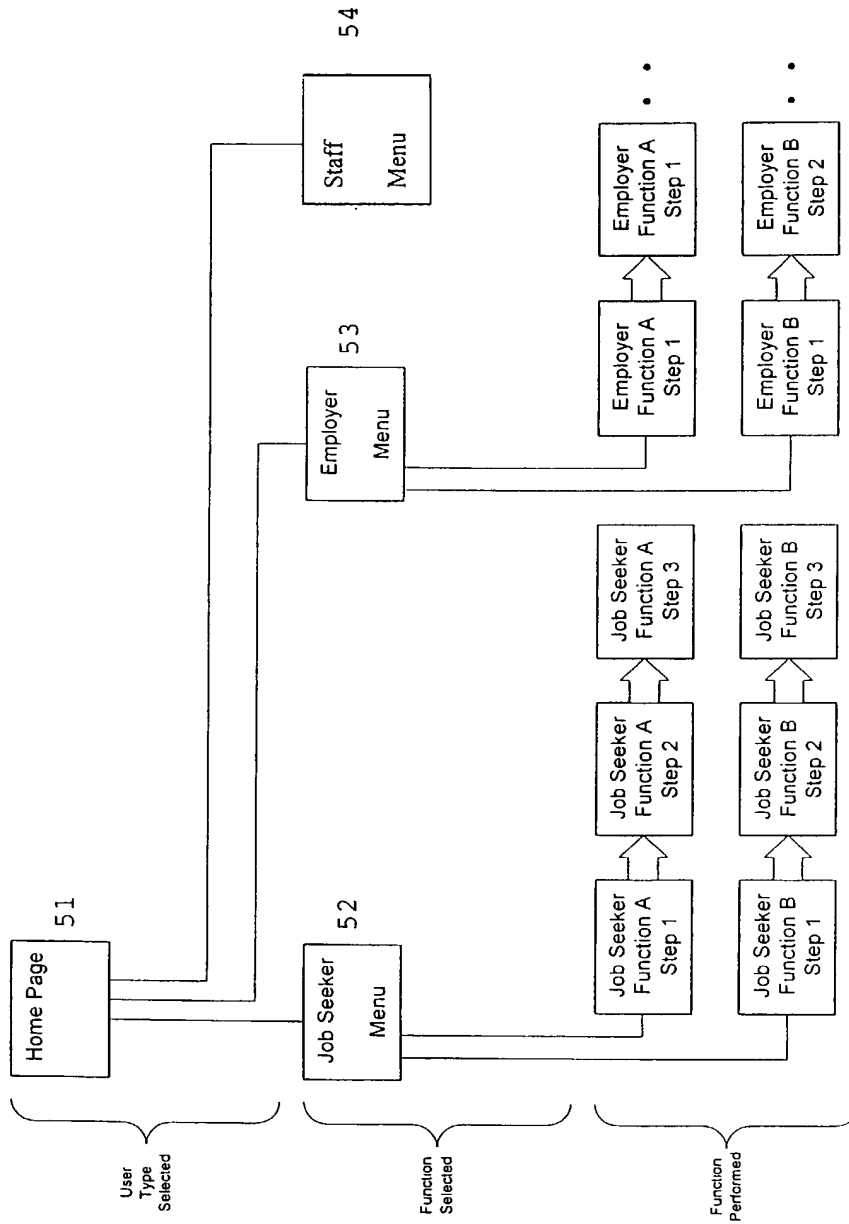


FIGURE 5

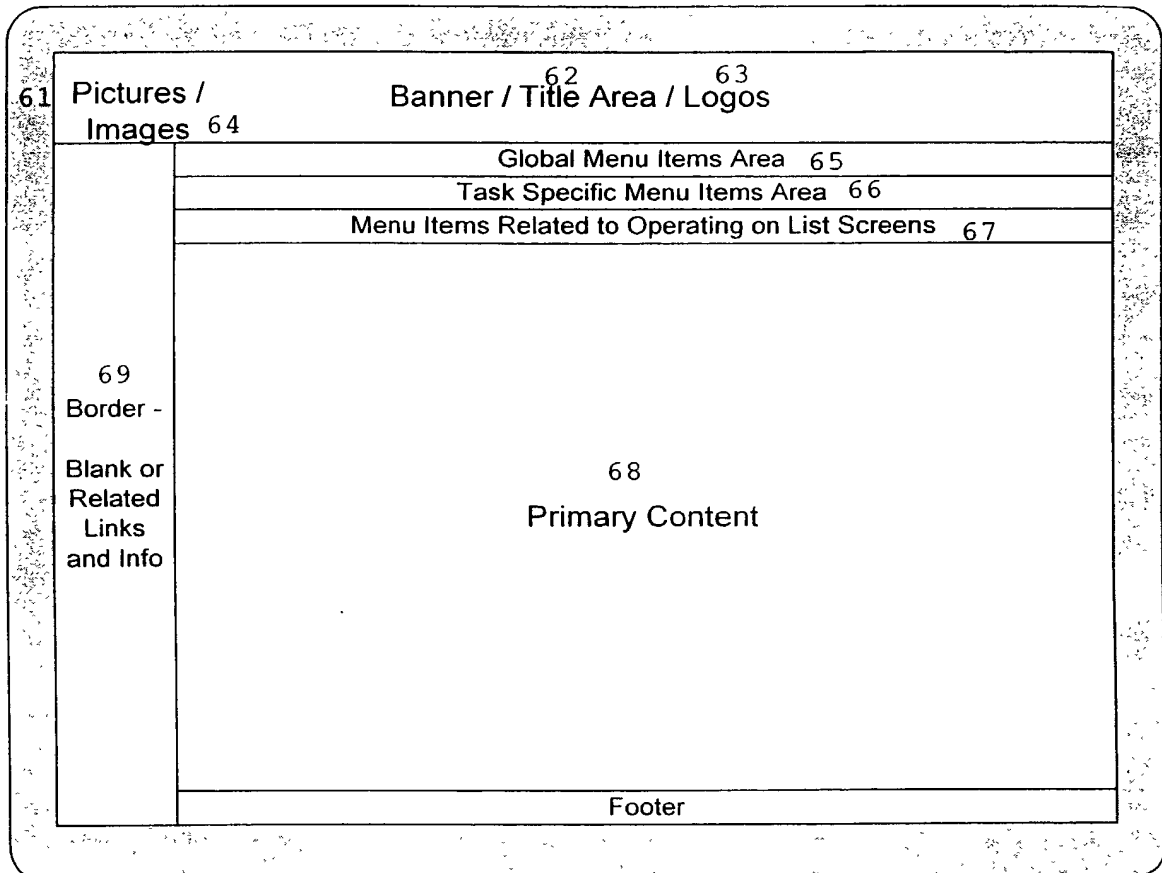
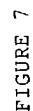


FIGURE 6



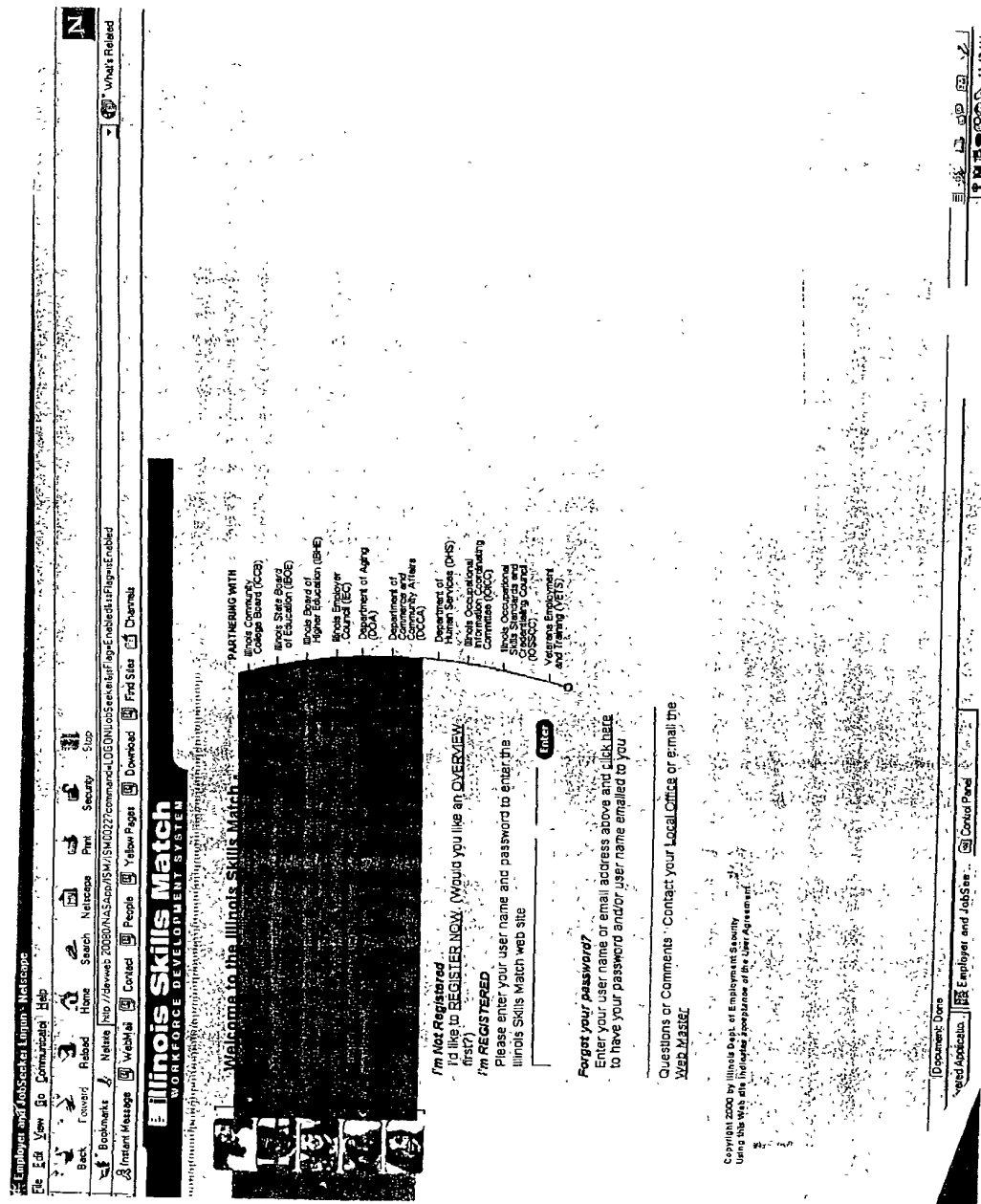


FIGURE 8



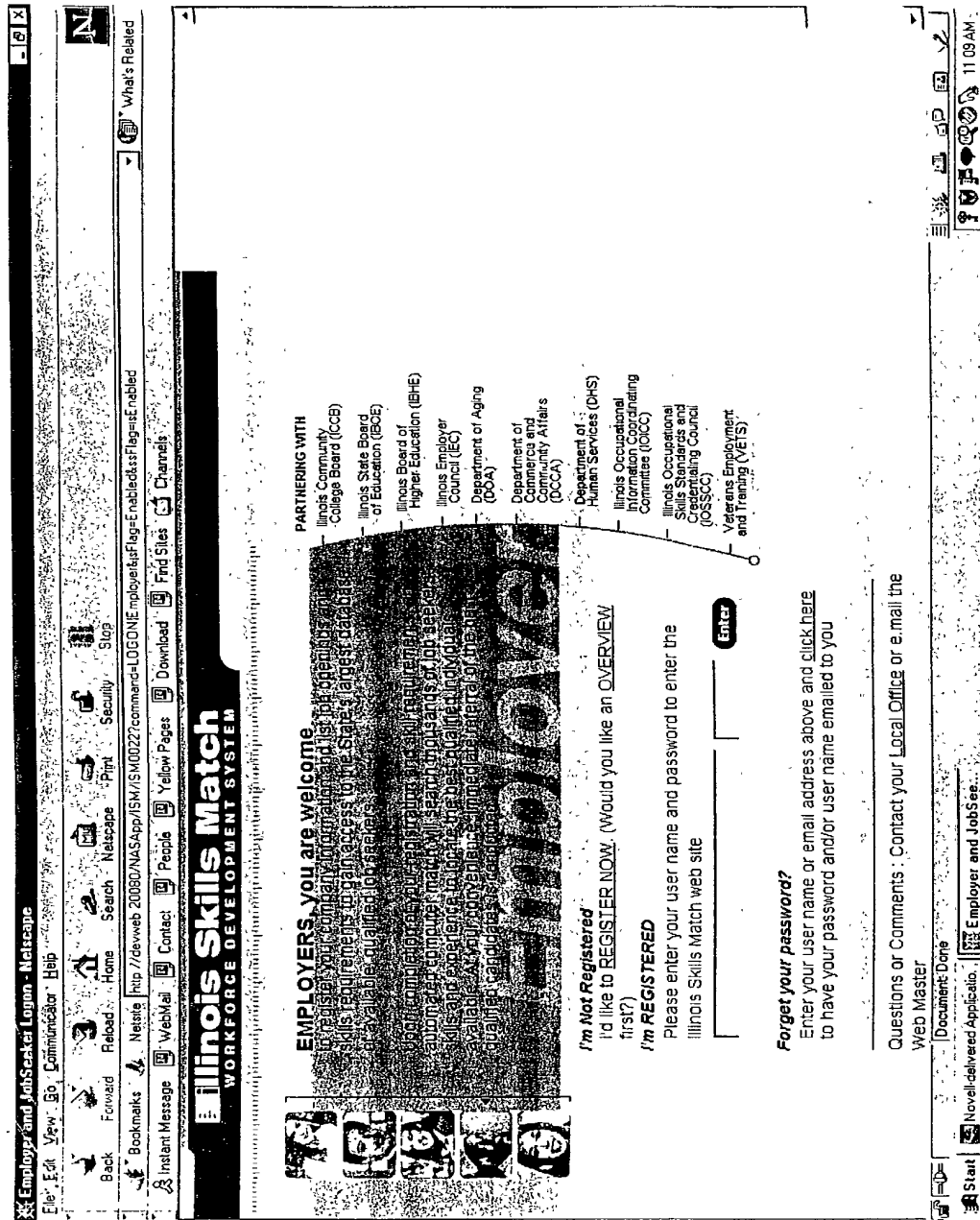


FIGURE 9

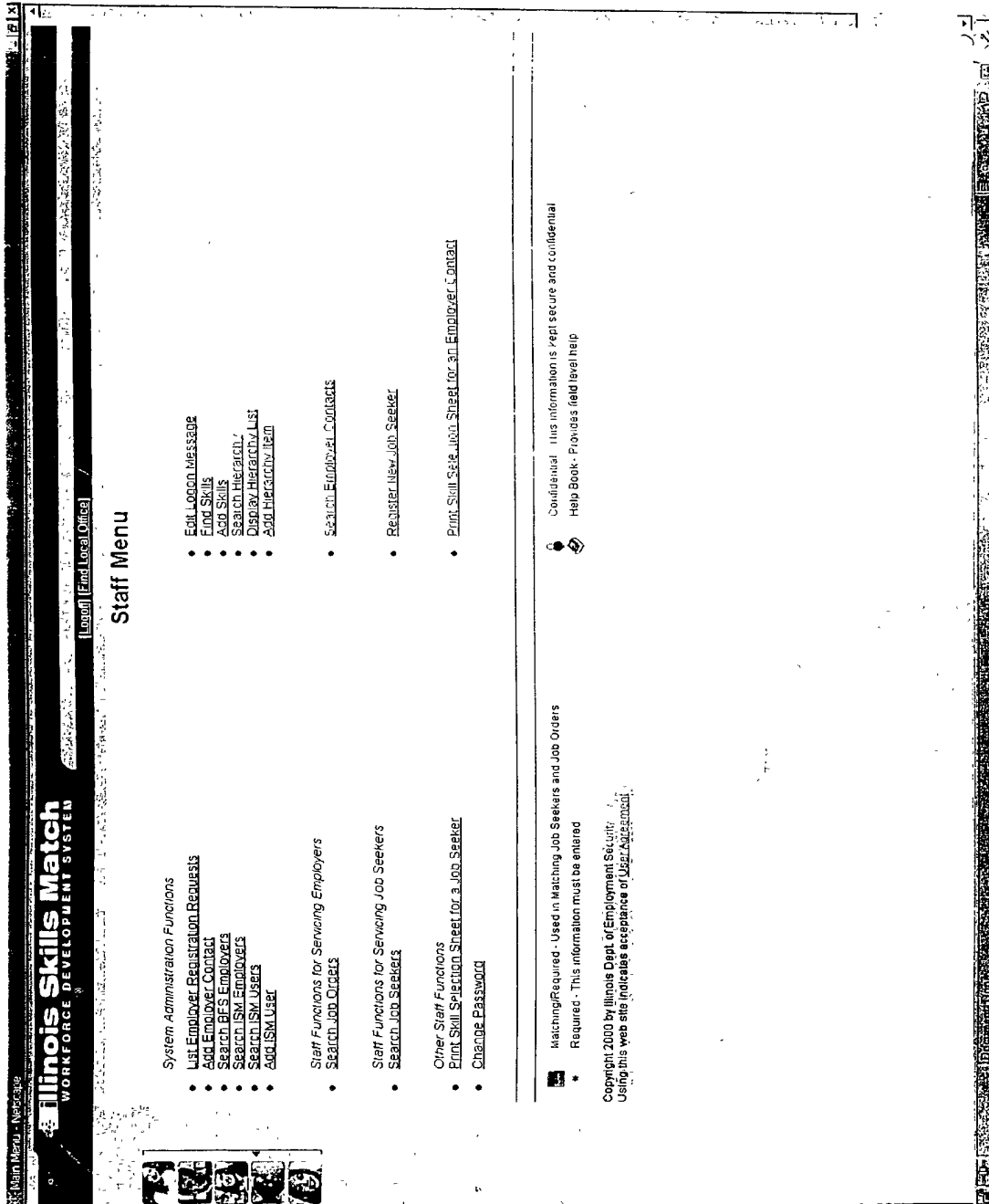


FIGURE 10

**Illinois Skills Match**  
WORKFORCE DEVELOPMENT SYSTEM

Search Job Seeker Registration - Webpage

Logout | Home | Find Local Office | Help

### Search Job Seekers

Please enter your search criteria in one or more of the search fields, then click on the Search button above. The resulting Job Seeker List matching your search criteria will then be displayed. All fields in this form are required unless indicated otherwise.

SSN#

Last Name

Gender

City

State

Phone

Last Updated By

Case Manager

Vet Status

Office

Partner

Special Program

Has not received

Registration Range

Age Range  to

First Name

+User Names

+County Code

+Zip Code

Status

Created By

+SOC Code

Region

Return To Top

Search

Matching Required - Used in Matching Job Seekers and Job Orders

Required - This information must be entered

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Confidential - This information is kept secure and confidential

Help Book - Provides field level help

FIGURE 11

# Illinois Skills Match

### Qualified Candidate List

99 qualified candidates found			Page 1 of 1	
Id	Nice Skills	Date Viewed	Date Matched	Rank
156378	0	07/06/2000	06/15/2000	3
12307	0	06/16/2000	06/15/2000	4
164052	0	06/16/2000	06/15/2000	4
4106	0	06/16/2000	06/15/2000	4
99187	0	06/16/2000	06/15/2000	
121159	0		06/15/2000	
82116	0		06/15/2000	
118549	0		06/15/2000	
14285	0		06/15/2000	
99522	0		06/15/2000	
92644	0		06/15/2000	
116861	0		06/15/2000	
116552	0		06/15/2000	
101135	0		06/15/2000	
162069	0		06/15/2000	
35725	0		06/15/2000	
136349	0		06/15/2000	
40245	0		06/15/2000	
3286	0		06/14/2000	
133375	0		06/15/2000	
96567	0		06/15/2000	
164146	0		06/14/2000	
74084	0		06/15/2000	
101101	0		06/15/2000	
14178	0	07/06/2000	06/15/2000	

[\(Pefresh\)](#) [Next Page](#) [Select ALL](#) [Refer Selected Candidates](#)

Confidential - This information is kept secure and confidential  
Help Book - Provides field level help

Matching/Required - Used in Matching Job Seekers and Job Orders Required - This information must be entered

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FIGURE 12

Attorney Docket No. 5246 P 003  
Inventors: Seiler et al.  
Title: Method and System for Information  
Communication Between Potential Positionees and  
Positioners  
Mailed: July 31, 2001 13 of 60 sheets

View/Process Qualified Candidate - Netscape

## Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

(Logout) (Home) (Find Local Office) (Help)  
(Return To Qualified Candidate List)  
(Previous Candidate) (Next Candidate)

Update Successful

Job Seeker ID: 118649 Job Order ID: 3000208

### Contact Information

Name: Stephanie Daniels  
Address: 1807 W North Ave  
City, State, ZIP: Chicago, IL 60622  
County: COOK  
Telephone: (773) 722-0377  
EMAIL:

### Skills

<b>Auditors</b> Inspect cash on hand notes receivable and payable negotiable securities and canceled checks	Less than 1 year
<b>Bakers</b> Read and follow recipes	More than 5 years
<b>Bartenders</b> Check identification Draw draft beer or ale Mix alcoholic or non-alcoholic drinks Order liquors Take food or beverage orders	More than 5 years More than 5 years More than 5 years 1 - 3 years Less than 1 year
<b>Cooks - Short Order</b> Serve meals, snacks, desserts, or beverages	1 - 3 years
<b>Flight Attendants</b> Greet or assist visitors, guests, or customers	1 - 3 years
<b>Food Service Managers</b> Purchase order or requisition materials, supplies or equipment	Less than 1 year
<b>Helpers--Production Workers</b> Count items	Less than 1 year
<b>Private Detectives and Investigators</b> Count money in cash drawer	Less than 1 year
<b>Standard Work Skills</b> Class of driver license - any single vehicle in 1m and including 16 mm mwr permit in 1m	Yes

Document Date

View/Process Qualified... Control Panel

Start Home Netscape

11:38 AM

FIGURE 13

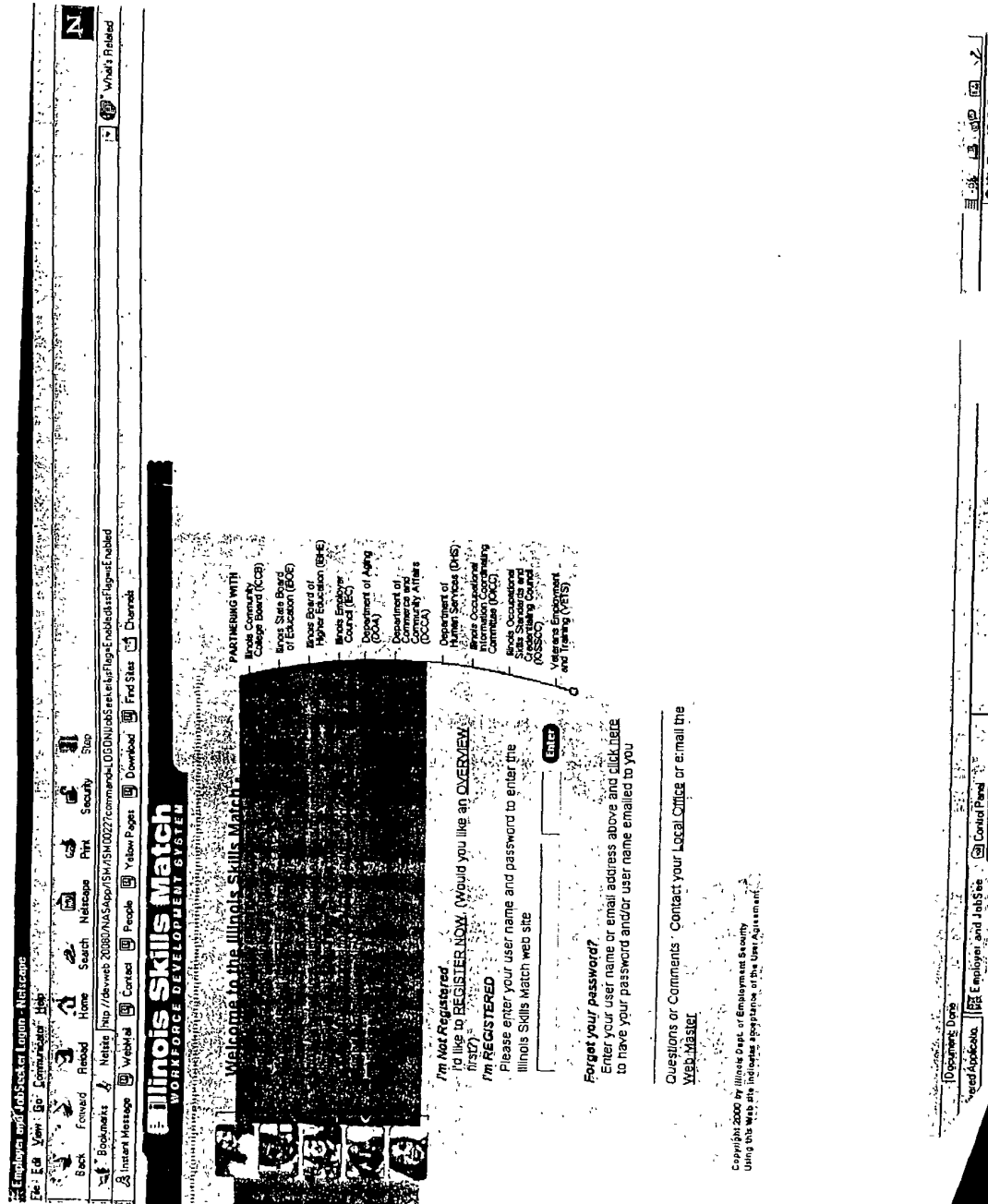


FIGURE 14

<a href="#">IL Job Seeker Home Page - Netpage</a> <b>Illinois Skills Match</b> WORKFORCE DEVELOPMENT SYSTEM						<a href="#">Logout</a>   <a href="#">End Local Official Help</a> <a href="#">Previous Registration</a> <a href="#">Cancel</a>   <a href="#">Save Match Info to Data</a>   <a href="#">Save Don't Match Me to Jobs</a>					
<div style="float: right;">  Document Date   Newsticker Application   Skills Match Home   Control Panel           </div>											
<div style="text-align: center;"> <a href="#">Work Profile</a>   <a href="#">Work History</a>   <a href="#">Education</a>   <a href="#">Skills Profile</a> </div>											
<p>Please fill in all required fields denoted by either an asterisk (*) or a puzzle piece icon.</p>											
<b>Contact Information</b>								<b>Current Status:</b> New			
*Last Name		Smith		Middle Initial				*ZIP Code		60613	
*First Name		Sue						*Country		USA	
Email								Work Extension			
*Address1		1724 Main									
Address2											
*City		Chicago									
*State		Illinois									
*County		COOK									
Home Phone		773-1234567									
Work Phone											
Fax Number											
<p>*May Employer's contact you directly? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Choose "Yes" to show them your contact information)</p>											
<b>Confidential Information</b>											
SSN				*Password				*Confirm Password		(Password must be 5 to 15 characters long)	
*Mother's Maiden Name		Main									
<b>Other Information</b>											
<p>What is the highest level of Education you have completed? High School Diploma or GED</p> <p>*Can you legally work in the United States? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>*Are you willing to work for temporary agencies? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>											
<b>Veteran Information</b>											
<p>If you are a Veteran or the spouse of a Veteran, click here to enter your Veteran information</p>											

FIGURE 15

**If you are a Veteran or the spouse of a Veteran, click here to enter your Veteran Information**

**NOTE** This information is used for Internal Statistical Reporting and User Identification purposes **ONLY** and **WILL NOT** be viewed by an Employer

Employed? ☒ Yes ☐ No

Enter as MM/DD/YYYY

Do you have a disability as defined in section 504 of the 1973 Rehabilitation Act or the Americans with Disabilities Act of 1990? C. Yes ☒ No ☐

[Return to Top](#)

**Required - This information must be entered**

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Using Web site indicates acceptance of User Agreement (n)

**Help Book - Provides field level help**



**Illinois Skills Match**  
WORKFORCE DEVELOPMENT SYSTEM

[Logout] [Home] [Find Local Office] [Help]  
[Continue] [Cancel]

Incomplete registrations will not be processed. Please fill in all required fields denoted by an asterisk (\*).

**Veteran Information**

\* In which branch of the Armed Forces have you most recently served?

to   
 (enter as mm/dd/yyyy)

• Dates of Service

Have you served on active duty in the U.S. Armed Forces for more than 180 days NOT including training for the National Guard or Reserves?

☐ Yes ☐ No

Do you have a service connected disability, or were you discharged/released because of a service connected disability?

☐ Yes ☐ No

If yes, what % is your disability currently rated?

☐ Yes ☐ No

Do any of the conditions listed below apply?

- ☐ You are the spouse of a veteran killed in the line of duty
- ☐ You are the spouse of a 100% disabled veteran
- ☐ You are the spouse of any person who died of a service-connected disability
- ☐ You are the spouse of any member of the Armed Forces serving on active duty who has been listed in one or more of the following categories for a total of more than ninety days
  - ☐ Missing in action
  - ☐ Captured in the line of duty by a hostile force
  - ☐ Forcibly detained or interned in the line of duty by a foreign government or power
- ☐ You are the spouse of any person who has a total disability permanent in nature resulting from a service connected disability or the spouse of a veteran who died while a disability so evaluated was in existence

Was your military discharge **dishonorable**?

☐ Yes ☐ No

If you would like more information or want to get in contact with an IDES Veteran's employment representative, please call your local IETC office.

**Military Operations Since 1937 For Which a Campaign or Expeditionary Medal Has Been Awarded Or Operations Occurring During a Declared War**

<input type="checkbox"/> SW Asia Service Medal (Desert Shield/Storm) (08/02/1990 - 01/02/1992)	<input type="checkbox"/> Vietnam Service Medal (VCM) (07/04/1965 - 03/28/1973)
<input type="checkbox"/> Cambodia (03/29/1973 - 08/15/1973)	<input type="checkbox"/> Cambodia Evacuation (Eagle Pull) (04/11/1975 - 04/13/1975)
<input type="checkbox"/> Dominican Republic (04/28/1965 - 09/21/1966)	<input type="checkbox"/> El Salvador (01/01/1961 - 02/01/1992)
<input type="checkbox"/> Grenada (Vigilant Fury) (10/23/1983 - 11/21/1983)	<input type="checkbox"/> Haiti (Uphold Democracy) (09/16/1994 - 03/31/1995)

[Document Done]

[New/Revised Application] [Find Skills Match Home] [Contact Panel] [Veteran Information P...]

[Sign] [Print] [Close] [Back] [Forward] [Home] [Help] [Logout]

11:49 AM

FIGURE 16

Illinois Skills Match  
WORKFORCE DEVELOPMENT SYSTEM

General Info Work Pref Work History Education Skills Profile

(Cancel) (Save) (Match Me to Jobs) (Save) (Don't Match Me to Jobs)

(Logout) (End Local Office) (Help) (Preview Registration)

Please fill in all required fields denoted by either an asterisk (\*) or a puzzle piece icon.

Transportation Information

☐ I am willing to travel within  miles of the  zip code

Work Information (check all boxes that apply)

☐ What kind of work are you seeking? ☒ On-Going  
☐ What type of work are you seeking? ☒ Full Time  
☐ What shifts are you available to work? ☒ Days  
☐ Rotating

☐ Temporary  
☐ Part Time  
☐ Evenings  
☐ Split  
☐ Nights

☒ Do not match me to jobs that pay less than

Continue

Return To Top

Matching/Required - Used in Matching Job Seekers and Job Orders  
\* Required - This information must be entered

Confidential - This information is kept secure and confidential  
Help Book - Provides field level help

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Document Done  
Move Selected Applications  
Control Panel  
Illinois Skills Match Home  
Illinois Job Seeker Home

11:30 AM

FIGURE 17

ISM Job Seeker Home Page - Netscape

**Illinois Skills Match**  
WORKFORCE DEVELOPMENT SYSTEM

[Logout] [Find Local Office] [Help]  
[Review Registration]  
[Cancel] [Save Match Me to Jobs] [Save Don't Match Me to Jobs]

Personal Info Work History Education Skills Profile

Please fill in all required fields denoted by either an asterisk (\*) or a puzzle (?).

Work History  
(Please enter most recent first)

☐ Suppress Employer's Name

Insert Delete  
Insert blank Work History Entry Section

Employer  
Job Title  
From Date  
To Date  
City  
State  
Country

Insert Delete

Employer  
Job Title  
From Date  
To Date  
City  
State  
Country

Insert Delete

Employer  
Job Title  
From Date  
To Date

Document Date  
Novelty-derived Application  
ISM Job Seeker Home  
Control Panel  
ISM Skills Match Home

11:50 AM

FIGURE 18

Attorney Docket No : 5246 P 003

Inventors: Seiler et al

Title: Method and System for Information  
Communication Between Potential Positionees and  
Positioners

Mailed: July 31, 2001

19 of 60 sheets

ISM Job Seeker Home Page - Netscape

# Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Login] [Find Local Office] [Help]  
[Preview Registration]  
[Cancel] [Save Match Me to Jobs] [Save Don't Match Me to Jobs]

General Info Work History Education Skills Profile

Please fill in all required fields denoted by either an asterisk (\*) or a puzzle (?)

**Education**  
(Please enter most recent first)

Insert Delete

School	
Number of Years Attended	
Degree	
Major	
Minor	
City	
State	

Insert Delete

School	
Number of Years Attended	
Degree	
Major	
Minor	
City	
State	

Insert Delete

School	
Number of Years Attended	
Degree	
Major	
Minor	

[Document Done]  
[Novel-derived Application] [ISM Skills Match Home] [ISM Job Seeker Home]

1998 11 15 AM

FIGURE 19

## Office and Administrative Support Occupations

Office and Administrative Support Occupations

If you would like to look at a more detailed breakdown for this skill tree group, click on the hyperlinks provided at the bottom of the page to see more detailed groups

- Adjusters, Investigators, and Collectors.
- Communications Equipment Operators.
- Financial Clerks.
- Information and Record Clerks.
- Keyboard Entry Workers.
- Material Recording, Scheduling, Dispatching, and Distributing Workers.
- Other Office and Administrative Support Workers.
- Secretaries and Administrative Assistants.
- Supervisors, Office and Administrative Support Workers.

[Go To Top](#)

**\* Matching/Required - Used in Matching Job Seekers and Job Orders Required - This information must be entered**

 Confidential - This information is kept secure and confidential  
 Help Book - Provides field level help

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FIGURE 20

[Top Level](#) | [Up One Level](#) | [Search Skills](#) | [Skills Profile](#) | [Print](#)

Provide administrative support aiding executive in staff capacity by coordinating office services such as personnel, budget preparation, record control etc

Office and Administrative Support Occupations >> Secretaries and Administrative Assistants >> Administrative Assistants

Please select the appropriate experience level for each skill below. If a skill does not apply leave the value as 'None'. You may also use the 'Set Skills' button to set every skill on the page to the value shown

Years of Experience	Set All Skills To A Specific Level: <span>None</span>					None
	Training Only	Less than 1 year	1 - 3 years	3 - 5 years	More than 5 years	
Advise or direct budget preparation	C	C	C	C	C	
Analyze or resolve operational problems	C	C	C	C	C	
Assign or prepare work schedules, duties, tasks, or responsibilities	C	C	C	C	C	
Compile or maintain records	C	C	C	C	C	
Explain basic office procedures and equipment	C	C	C	C	C	
Maintain a filing system	C	C	C	C	C	
Plan and coordinate conferences or events	C	C	C	C	C	
Read and answer correspondence	C	C	C	C	C	
Recommend measures to improve efficiency	C	C	C	C	C	
Supervise or coordinate personnel	C	C	C	C	C	
Use AS-400	C	C	C	C	C	
Use database software	C	C	C	C	C	
Use Excel software	C	C	C	C	C	
Use Lotus 123 software	C	C	C	C	C	
Use Microsoft Access	C	C	C	C	C	
Use Microsoft Office software	C	C	C	C	C	
Use OS/2:	C	C	C	C	C	
Use Paradox software	C	C	C	C	C	
Use Quark software	C	C	C	C	C	
Use Quattro Pro software	C	C	C	C	C	
Use Quicken software	C	C	C	C	C	
Use spreadsheet PC software	C	C	C	C	C	
Use Windows 3.1	C	C	C	C	C	
Use Windows 95	C	C	C	C	C	
Use Windows 98	C	C	C	C	C	
Use WordPerfect 6.0	C	C	C	C	C	
Use WordPerfect 6.1	C	C	C	C	C	
Use WordPerfect 7.0	C	C	C	C	C	

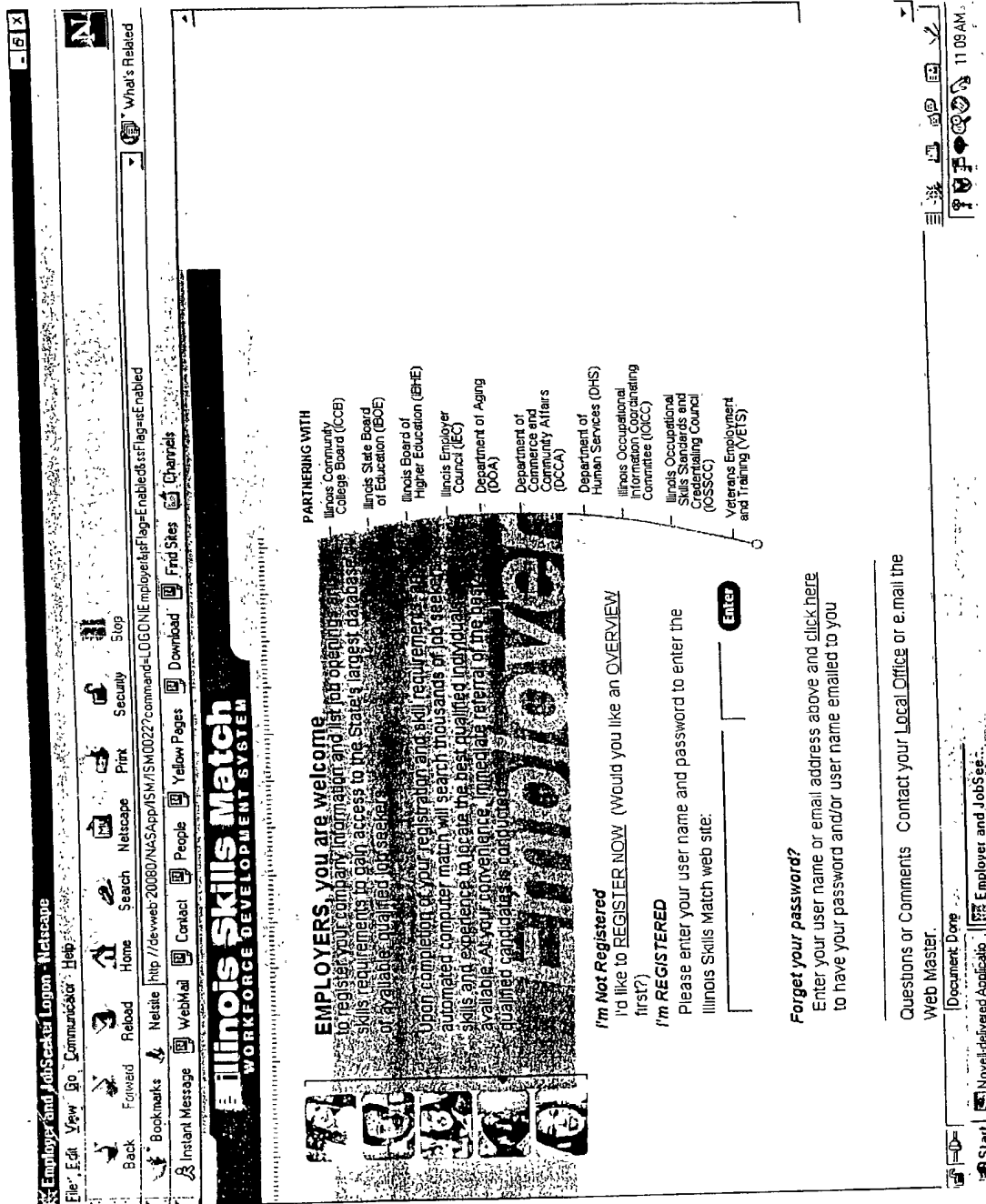


FIGURE 22

Employer Contact Request for Registration - Netscape

Incomplete registrations cannot be processed. Required fields are marked with an asterisk ( \* )

Please fill out your Company Information

\* Company Name:  FEIN:  UI Acct Number:  Company Type:  Private Sector

Please fill out your Contact Information

Salutation:  \* First Name:  MI:  \* Last Name:  Suffix:  \* Email:  \* Address 1:  Address 2:  \* City:  \* State:  Illinois \* County:  \* Phone:  Fax:  Department:  Job Title:  \* Password:  \* Confirm:  (Password must be 5 to 15 characters long) (Please re-type your password exactly as you entered it above.)

Submit

Document Done

Novell-delivered Application

Illinois Skills Match Home

Employer Contact Request

11:10 AM

Attorney Docket No 5246 P 003  
 Inventors Seiler et al.  
 Title Method and System for Information  
 Communication Between Potential Positionees and  
 Positioners  
 Mailed July 31, 2001 23 of 60 sheets

FIGURE 23



Job Order - NetScape [Cancel] [Save] [Find Match]

Job Info Workable Info Contact Info Skills Profile Status Worksheet Employer: Jobs R' Us

Job Order ID

Job Information

\* Job Title? [ ]

Description and Duties (Optional, up to 255 characters) [ ]

Tracking Identifier? [ ] (Use this to help track Job Orders if you use another HR Trading System)

Num of Openings? [ ]

\* Hours Per Week? [35-40]

Duration of Work? [On-Going] [ ]

Shifts Available? [ ] Days [ ] Nights [ ] Rotating [ ] Split [ ]

Type of Work? [Full Time] [ ]

Minimum Level of Education Required? [High School Diploma or GED] [ ]

Salary Information

\* Salary Range Job Seekers will view [ ] Per Hour [ ]

Match Job Seekers who will work for less than [ ]

Benefits Offered for Position (The benefits selected below will be displayed to the Job Seeker. They are solely informational and are not a component of the match.)

☐ Dental ☐ Life ☐ Medical ☐ Pension ☐ Profit Sharing ☐ Dependent Care ☐ Long Term Disability ☐ Paid Vacation ☐ Pet Care ☐ Short Term Disability

Additional Job Information (You may enter additional benefits offered or any marketing publicity about your company) [ ]

Job Posting Status

Put this Job Order on Hold Until [ ] (MM/DD/YYYY)

Permanently 'Close' this Job Order Now [ ] (Once the Job Order is 'Closed' it CANNOT be reopened)

\* Date this Job Order should be Closed? [10/09/2000] (MM/DD/YYYY)

Document Done [ ]

Novel-derived Application [ ] Staff Home - NetScape [ ] Job Order - NetScape [ ] Control Panel [ ]

Start [ ] 11:23 AM

FIGURE 24

# Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Logout] [Home] [Find Local Office] [Help]

[Job Order List]

[Return To Previous] [Save] [Trial Match] [Printable Job Order]

Workspace Zip Code is required

Workspace City is required.

Workspace Address is required.

Please enter between 4 and 40 characters for Salary Range

Job Info Workspace Info Contact Info Skills Profile

Job Order ID: Status: Worksheet Employer: Registration Pending

## Workspace Information for Job Order

(Fill out the fields below stating the actual address of the workspace where the job will be performed.)

\* Location:

Address1:

Address2:

\* City:

\* State:

\* County:

Illinois

Cook County

ZIP Code:

\* Is the job accessible by Public Transportation? ☐ Yes ☒ No (Displayed for informational purposes only)

\* Show Job Seekers a map to the Workspace above? ☐ Yes ☒ No

Save and Continue

Return To Top

Matching/Required - Used in Matching Job Seekers and Job Orders

\* Required - This information must be entered

Confidential - This information is kept confidential

Help Book - Provides field level help

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Questions or Comments regarding Illinois Skills Match or I.D.E.S? Email the System Administrator

Figure 25

Job Order - Netscape

# Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Logout] [Home] [Find Local Office] [Help]  
[Job Order List] [Search Job Orders] [Preview Job Order]  
[Cancel] [Save] [Trial Match]

Job Info    Workable Info    Contact Info    Skills Profile    Status: Worksheet    Employer: Jobs R Us

**Job Order ID**

If a Job Seeker is interested in this Job Order, what would you like them to see?

☐ 1) Show the Job Seeker my Contact Information (checked information will be shown to the Job Seeker)

☐ Tara Johansen  
☐ Jobs R Us  
☐ 7518 W 98th St, Bridgeview, IL 60605  
☐ Phone (708)233-9100  
☐ Email tjohansen@arac.com

☐ 2) Show the Job Seeker these Special Contact Instructions

☐ 3) Don't show my Contact Information, have Illinois Skills Match notify me of interested Job Seekers

If you are interested in a Job Seeker, what would you like the system to send them?

☐ 1) Send the Job Seeker the following information (checked information will be sent to the Job Seeker):

☐ Tara Johansen  
☐ Jobs R Us  
☐ 7518 W 98th St, Bridgeview, IL 60605  
☐ Phone (708)233-9100  
☐ Email tjohansen@arac.com

☐ 2) Send these Special Instructions

After I post my Job Order:

☐ notify me daily of new matching Job Seekers  
☐ send me the resumes of Job Seekers who have indicated interest in this Job Order

[Document Done]

[New/defined Application] [Staff Home - Netscape] [Job Order - Netscape] [Contact Pool]

11:28 AM

FIGURE 26

FIGURE 27

**Illinois Skills Match**

WORKFORCE DEVELOPMENT SYSTEM

List Hierarchy and Skill - All Records

(Top Level) (Up One Level) Search Skills [Skills Profile] Print

[End Local Office Help]

## Administrative Assistants

Provide administrative support aiding executive in staff capacity by coordinating office services such as personnel, budget preparation, record control etc  
Office and Administrative Support Occupations >> Secretaries and Administrative Assistants >> Administrative Assistants

Please select the appropriate experience level for each skill below If a skill does not apply leave the value as None You may also use the Set Skills button to set every skill on the page to the value shown

	Select Appropriate Skill Levels					Set Skills
	None	Less than 1 year	1 - 3 years	3 - 5 years	More than 5 years	
Advise or direct budget preparation	C	C	C	C	C	
Analyze or resolve operational problems	C	C	C	C	C	
Assign or prepare work schedules, duties, tasks, or responsibilities	C	C	C	C	C	
Compile or maintain records	C	C	C	C	C	
Explain basic office procedures and equipment	C	C	C	C	C	
Maintain a filing system	C	C	C	C	C	
Plan and coordinate conferences or events	C	C	C	C	C	
Read and answer correspondence	C	C	C	C	C	
Recommend measures to improve efficiency	C	C	C	C	C	
Supervise or coordinate personnel	C	C	C	C	C	
Use AS-400	C	C	C	C	C	
Use database software	C	C	C	C	C	
Use Excel software	C	C	C	C	C	
Use Lotus 123 software	C	C	C	C	C	
Use Microsoft Access	C	C	C	C	C	
Use Microsoft Office software	C	C	C	C	C	
Use OS/2	C	C	C	C	C	
Use Paradox software	C	C	C	C	C	
Use Quark software	C	C	C	C	C	
Use Quattro Pro software	C	C	C	C	C	
Use Quicken software	C	C	C	C	C	
Use spreadsheet PC software	C	C	C	C	C	
Use Windows 3.1	C	C	C	C	C	
Use Windows 95	C	C	C	C	C	
Use Windows 98	C	C	C	C	C	
Use WordPerfect 6.0	C	C	C	C	C	
-Use WordPerfect 6.1	C	C	C	C	C	
Use WordPerfect 7.0	C	C	C	C	C	

Document Done View Detail Job Info List Hierarchies and Skills List Skills Match Home Close Control Panel Status Window Deleted Application In Progress Skills Match System Time 11:53 AM

FIGURE 28

Qualified Candidates - Netscape

**Illinois Skills Match**  
WORKFORCE DEVELOPMENT SYSTEM

[Logout](#) | [Home](#) | [Find Local Offices](#) | [Help](#)  
[Recruitment Action List](#) | [Job Order List](#) | [Return to Job Order](#)  
[Refresh](#) | [Next Page](#) | [Select ALL](#) | [Refer Selected Candidates](#)

**Qualified Candidate List**

98 qualified candidates found

Page 1 of 4

Id	Nice Skills	Date Viewed	Date Matched	Rank
136378	0	07/06/2000	06/15/2000	3
12307	0	06/16/2000	06/15/2000	4
164052	0	06/16/2000	06/15/2000	4
9106	0	06/16/2000	06/15/2000	
98187	0	06/16/2000	06/15/2000	
121199	0	06/16/2000	06/15/2000	
92116	0	06/16/2000	06/15/2000	
118549	0	06/16/2000	06/15/2000	
14285	0	06/16/2000	06/15/2000	
99522	0	06/16/2000	06/15/2000	
92844	0	06/16/2000	06/15/2000	
114561	0	06/16/2000	06/15/2000	
115552	0	06/16/2000	06/15/2000	
101136	0	06/16/2000	06/15/2000	
167089	0	06/16/2000	06/15/2000	
35725	0	06/16/2000	06/15/2000	
136349	0	06/16/2000	06/15/2000	
40243	0	06/16/2000	06/15/2000	
9286	0	06/16/2000	06/15/2000	
132325	0	06/16/2000	06/15/2000	
96567	0	06/16/2000	06/15/2000	
164146	0	06/16/2000	06/15/2000	
74084	0	06/16/2000	06/15/2000	
101101	0	06/16/2000	06/15/2000	
14178	0	07/06/2000	06/15/2000	

[Refresh](#) | [Next Page](#) | [Select ALL](#) | [Refer Selected Candidates](#)

Matching Required - Used in Matching Job Seekers and Job Orders

Required - This information must be entered

Confidential - This information is kept secure and confidential

Help Book - Provides field level help

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Document Type

Stat

Non-Deferred Applicants

Staff Home - Netscape

Qualified Candidates ...

Control Panel

Document Type

Stat

Non-Deferred Applicants

Staff Home - Netscape

Qualified Candidates ...

Control Panel

### Qualified Candidate List

99 qualified candidates found					Page 1 of 4
Id	Nice Skills	Date Viewed	Date Matched	Rank	
156378	0	07/06/2000	06/15/2000	3	
12307	0	06/16/2000	06/15/2000	4	
164052	0	06/16/2000	06/15/2000	4	
4106	0	06/16/2000	06/15/2000		
98187	0	06/16/2000	06/15/2000		
121192	0		06/15/2000		
82115	0		06/15/2000		
118549	0		06/15/2000		
14285	0		06/15/2000		
98622	0		06/15/2000		
97694	0		06/15/2000		
114561	0		06/15/2000		
116552	0		06/15/2000		
101135	0		06/15/2000		
162059	0		06/15/2000		
35723	0		06/15/2000		
138349	0		06/15/2000		
40245	0		06/15/2000		
9286	0		06/15/2000		
132325	0		06/15/2000		
96567	0		06/14/2000		
164146	0		06/15/2000		
74084	0		06/14/2000		
101101	0		06/15/2000		
164178	0	07/06/2000	06/15/2000		

[\[Refresh\]](#) [\[Next Page\]](#) [\[Select All\]](#) [\[Refer Selected Candidates\]](#)

Confidential: This information is kept secure and confidential

**Help Book - Provides field level help**

**Matching/Required - Used in Matching Job Seekers and Job Orders**

Required - This information must be entered

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--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

FIGURE 29

Recruiting Actions List - Netscape

Illinois Skills Match  
WORKFORCE DEVELOPMENT SYSTEM

[\(Logout\)](#) [Home](#) [Find Local Office](#) [Help](#)  
[Job Order List](#) [Qualified Candidate List](#)  
[Refresh](#) [Save](#)

9 items found

Page 1 of 1

Job Order ID: 3000209

Status Posted

Employer: Jobs RT Us

Recruiting Results

Job Seeker ID	Job Seeker Name	Source	Action Taken	Action Date	Updated By	Date
118543	Stephe Daniels	Employer	Yes	07/11/2000		
156376	<withheld>	Employer	Yes	07/11/2000		
11974	Eva E Banegas	Employer	Yes	06/14/2000		
8220	Sanfor Hoewitz	Employer	Yes	06/14/2000		
121841	<withheld>	Employer	No	06/14/2000		
52152	<withheld>	Employer	No	06/14/2000		
157498	<withheld>	Employer	No	06/14/2000		
162804	<withheld>	Employer	No	06/14/2000		
85612	<withheld>	Employer	No	06/14/2000		

[Refresh](#) [Save](#)

Matching/Required - Used in Matching Job Seekers and Job Orders

Required - This information must be entered

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Help Book - Provides field level help

Document Done

Novel-defined Applet

Start

Recruiting Actions List

Ill Home Netscape

10/20/00 11:38 AM

FIGURE 30

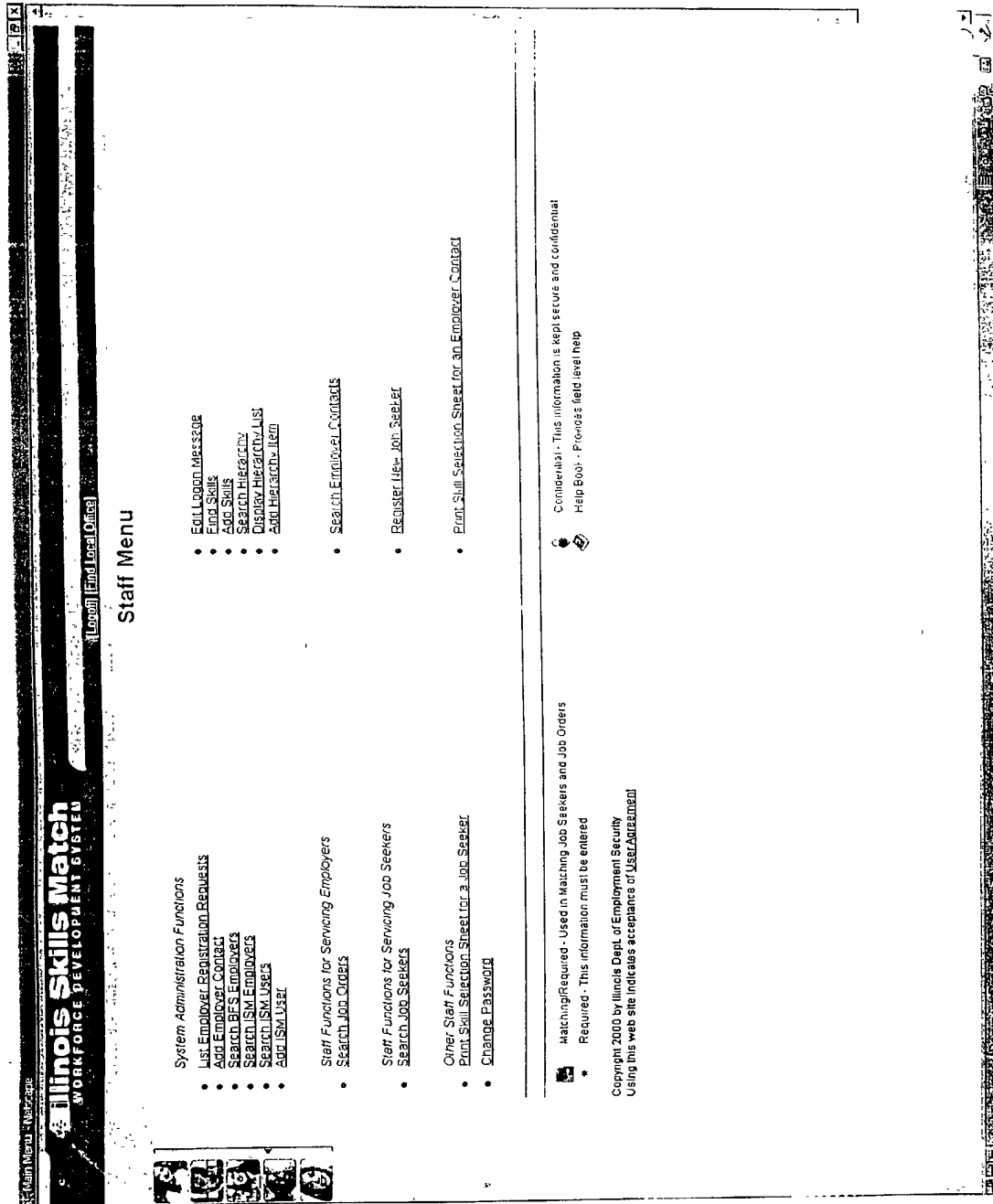


FIGURE 31



Job Order - New Job

# Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Job Order List](#) | [Search Job Orders](#) | [Find Local Office](#) | [Help](#)  
[Preview Job Order](#) | [Qualified Candidate List](#) | [Recruiting Action List](#)  
[Cancel](#) | [Save and Re-Post](#)

[Job Info](#) | [Worksite Info](#) | [Contact Info](#) | [Skills Profile](#) | [Staff Only](#)

Job Order ID 469      Status Posted      Employer TCI Cable Partners of St. Louis LP

Owner (User Name)  Prior to Use, Consult Policy and Procedures Section 4333

**Special Programs**

<input type="checkbox"/> DOC 7-B	<input type="checkbox"/> HTF	<input type="checkbox"/> International Registry
<input type="checkbox"/> MANG	<input type="checkbox"/> NAFS	<input type="checkbox"/> Sr Comm Svc Eplymnt Pgm
<input type="checkbox"/> TANF	<input type="checkbox"/> Title I	<input type="checkbox"/> Title II
<input type="checkbox"/> WOTC		

This Job Order Is:

Affirmative Action? ☐ Yes ☒ No

**Communications**

☒ Do not send the employer IMMEDIATE communications concerning matching candidates

Notes (on job order or employer contact)

[Return To Top](#)      [Post Job Order](#)

**Matching/Required** - Used in Matching Job Seekers and Job Orders  
Required - This information must be entered

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Confidential - This information is kept secure and confidential  
Help Book - Provides field level help

FIGURE 32

Search Job Orders - Help Page

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

Logout Home Find Local Offices Help

Search

Search Job Orders

Please enter your search criteria. The resulting Job Order list matching your search criteria will then be displayed. All fields that have a "+" next to them will allow multiple entries separated by a comma (ex. 1,2,3)

+ Job Order ID

+ Worksite City

+ County Code

Created By

Office

Special Program

Created Between

-And-

Status

Posted

Worksite State

Illinois

+ Worksite Zip Code

SOC Code

Partner

DHS

IBHE

BOE

IOCCB

IDES

Internet

CRS

SCSEP

USDOL/ETS

WIA Svc Pvd

Search

Confidential - This information is kept for Help Book - Provides field level help

Matching Required - Used in Matching Job Seekers and Job Orders

Required - This information must be entered

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FIGURE 33

Search Job Seekers

Illinois Skills Match  
WORKFORCE DEVELOPMENT SYSTEM

[\[Logout\]](#) [\[Home\]](#) [\[End Local Office\]](#) [\[Help\]](#)  
[\[Search\]](#)

Search Job Seekers

Please enter your search criteria in one or more of the search fields, then click on the Search button above. The resulting Job Seeker List matching your search criteria will then be displayed. All fields must have a (\*) next to them allow multiple entries separated by a comma (e.g. 13, 14, 15)

SSN#  
Last Name  
Gender  
City  
State  
Phone  
Last Updated By  
Case Manager  
Vet Status  
Office  
Partner  
Special Program  
Has not received  
Registration Range

SSN# (xx 111-11-1111)  
Last Name  
Gender  
City  
State  
Phone (312)555-5555  
Last Updated By  
Case Manager  
Vet Status  
Office  
Partner  
Special Program  
Has not received  
Registration Range

Age Range  
First Name  
+User Names  
+County Code  
+Zip Code  
Status  
Created By  
+SOC Code

Age Range  
First Name  
+User Names  
+County Code  
+Zip Code  
Status  
Created By  
+SOC Code

Region  
Central  
Metro North  
Metro South  
Northern  
Northwest  
Southern

Region

Search

Return To Top

Matching Required - Used in Matching Job Seekers and Job Orders  
Required - This information must be entered

Confidential - This information is kept secure and confidential  
Help Book - Provides field level help

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FIGURE 34

### Add a Service for an Employer Contact

Enter the necessary fields. Fields with an asterisk (\*) are required fields. When finished click 'Save and Return to Previous Page' to save the new service. If you would like to add another service for this employer, click 'Add another Service' in order to stay on this screen. If you do not want to add the current service click 'Cancel and Return to Previous Page'.

Employer Contact John Walsworth  
Staff Member Andy ASutler  
IETC Partner IDES  
IETC 0055

07/21/2000

 \* Type of Service |

| Save & Add Another Service | Save & Return to

**Matching Required - Used in Matching Job Seekers and Job Orders**

**Required** This information must be entered

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- Apprenticeship Program
- Bonding Program
- Career Institute Americas Talent Bank
- Customized Training
- EDWAAAWARN Meetings
- Field Visits
- Labor Market Information (LMI)
- Mandatory Posters
- Media Request
- Occupational Assessment
- Onsite Employer Contact
- Referral to Other Workforce/Economic Development Agencies
- Referrals to Other Governmental Agencies
- Revenue Account Information
- Speaker Services
- Specialized Recruitment
- Tax Credit Programs
- Technical Assistance

Illinois Skills Match  
WORKFORCE DEVELOPMENT SYSTEM

General Info Work Pref Work History Education Skills Profile Staff Only

Logout Home Find Local Office Help  
[Cancel] [Save Match Me to Jobs] [Save Don't Match Me to Jobs] [Previous Registration]

Please fill in all required fields denoted by either an asterisk (\*) or a puzzle (?)

Transportation Information

I am willing to travel within  miles of the  zip code

Work Information (check all boxes that apply)

<input type="checkbox"/> 1-10	<input type="checkbox"/> 31-40	<input type="checkbox"/> 51-60	<input type="checkbox"/> 71-80	<input type="checkbox"/> 91-100	<input type="checkbox"/> No Limit
<input type="checkbox"/> 11-20	<input type="checkbox"/> 41-50	<input type="checkbox"/> 61-70	<input type="checkbox"/> 81-90	<input type="checkbox"/> 101-110	<input type="checkbox"/> 111-120

work are you seeking? ☒ On-Going ☐ Temporary  
work are you seeking? ☒ Full Time ☐ Part Time  
are you available to work? ☒ Days ☐ Evenings  
☐ Rotating ☐ Split ☐ Nights

jobs that pay less than  Per Hour

Matching Required - Used in Matching Job Seekers and Job Orders  
Required - This information must be entered

Confidential - This information is kept secure and confidential  
Help Book - Provides field level help

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FIGURE 36

Attorney Docket No. 5246 P 003  
Inventors: Seiler et al.  
Title: Method & System for Information  
Communication Between Potential Positionees and  
Positioners  
Mailed July 31, 2001 37 of 60 sheets

Qualified Candidates - Netscape

Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

Logout | Home | Find Local Offices | Help

Registration Action List | (Click on a Job Title) | Return to Job Data

Refresh | Next Page | Selected Candidates | (Refresh) | (Refresh) | (Refresh) | (Refresh)

58 qualified candidates found

Page 1 of 4

	Nice Skills	Date Viewed	Date Matched	Rank
156378	0	07/06/2000	06/15/2000	3
12307	0	06/15/2000	06/15/2000	4
164052	0	06/15/2000	06/15/2000	4
4106	0	06/15/2000	06/15/2000	
99187	0	06/15/2000	06/15/2000	
121199	0	06/15/2000	06/15/2000	
82116	0	06/15/2000	06/15/2000	
118549	0	06/15/2000	06/15/2000	
14285	0	06/15/2000	06/15/2000	
99622	0	06/15/2000	06/15/2000	
92846	0	06/15/2000	06/15/2000	
114661	0	06/15/2000	06/15/2000	
118552	0	06/15/2000	06/15/2000	
101136	0	06/15/2000	06/15/2000	
167069	0	06/15/2000	06/15/2000	
35725	0	06/15/2000	06/15/2000	
138349	0	06/15/2000	06/15/2000	
40245	0	06/15/2000	06/15/2000	
3286	0	06/15/2000	06/15/2000	
132325	0	06/15/2000	06/15/2000	
95567	0	06/15/2000	06/15/2000	
164146	0	06/15/2000	06/15/2000	
74084	0	06/15/2000	06/15/2000	
101101	0	06/15/2000	06/15/2000	
14178	0	07/06/2000	06/15/2000	

Refresh | Next Page | Select All | Refer Selected Candidates

Matching Required - Used in Matching Job Seekers and Job Orders  
Required - This information must be entered

Confidential - This information is kept secure and confidential  
Help Book - Provides field level help

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Document Done

Start | Novel-delivered Applications | Staff Home - Netscape | Qualified Candidates ... | Control Panel

10:00:00 11:38 AM

FIGURE 37

Attorney Docket No. 5246 P 003  
 Inventors: Seiler et al  
 Title Method & System for Information  
 Communication Between Potential Positionees and  
 Positioners  
 Mailed July 31, 2001 38 of 60 sheets

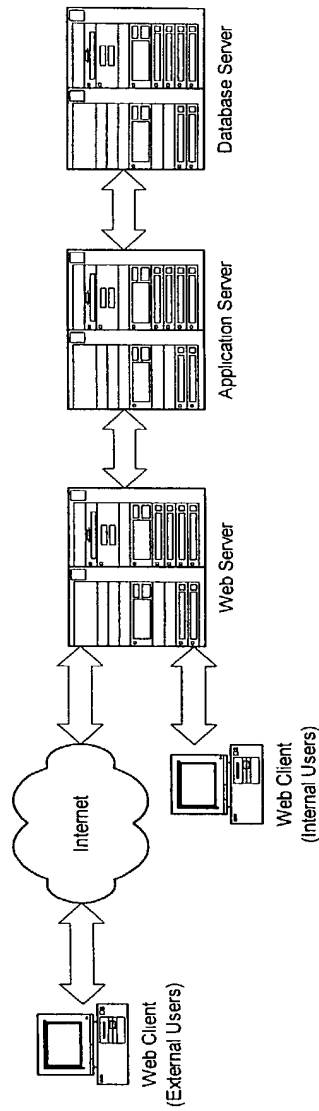


Figure 38

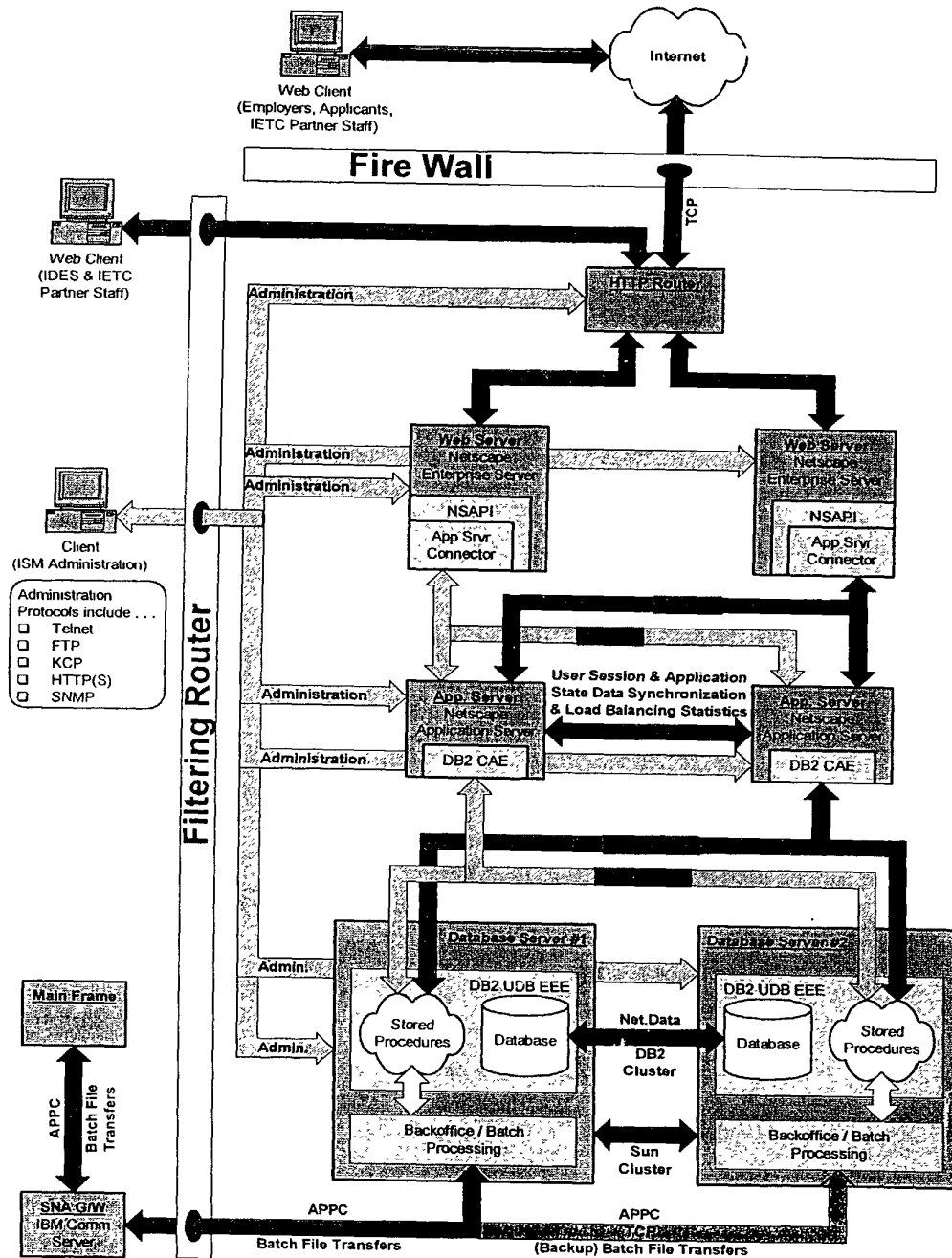


Figure 39





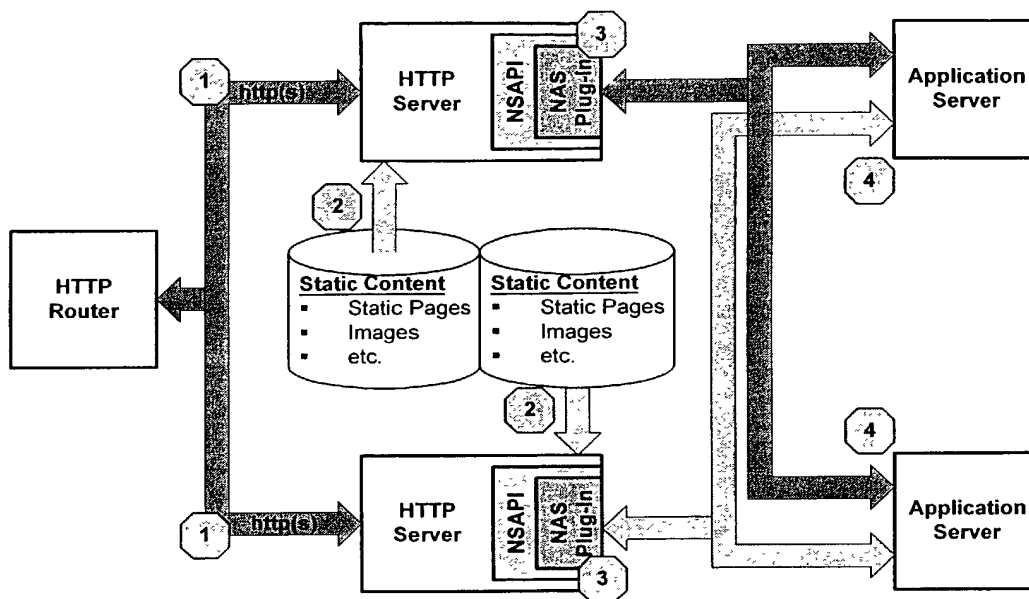


Figure 42

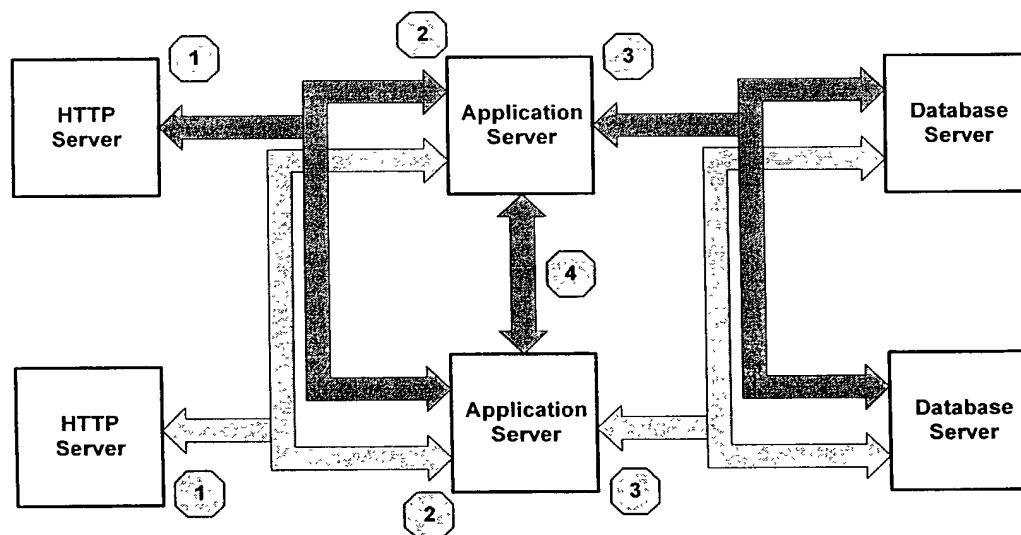


Figure 43

Attorney Docket No. 5246 P 003  
 Inventors: Seiler et al  
 Title: Method & System for Information  
 Communication Between Potential Positionees and  
 Positioners  
 Mailed July 31, 2001 44 of 60 sheets

Attorney Docket No. 5246 P 003  
 Inventors: Seiler et al  
 Title: Method & System for Information  
 Communication Between Potential Positionees and  
 Positioners  
 Mailed July 31, 2001 45 of 60 sheets

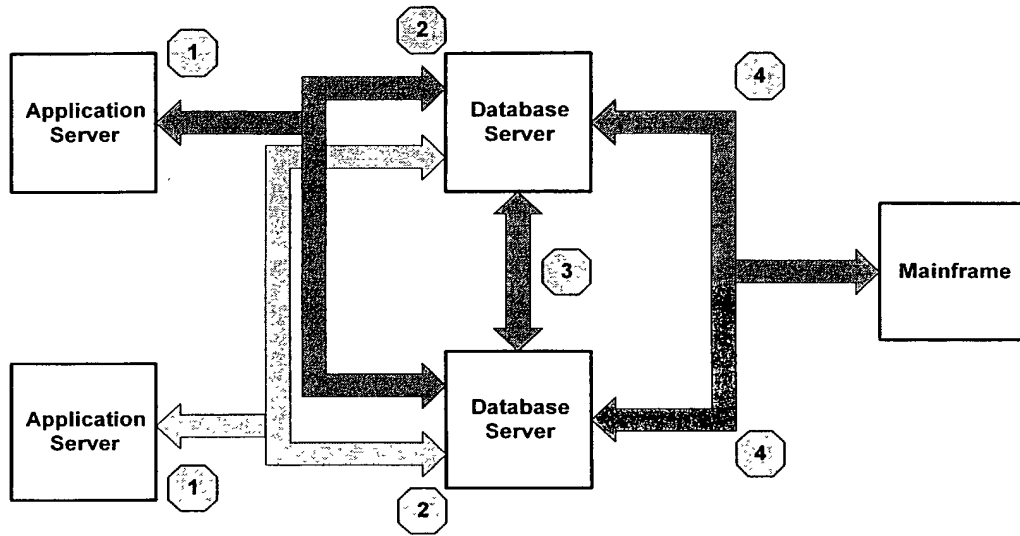


Figure 44

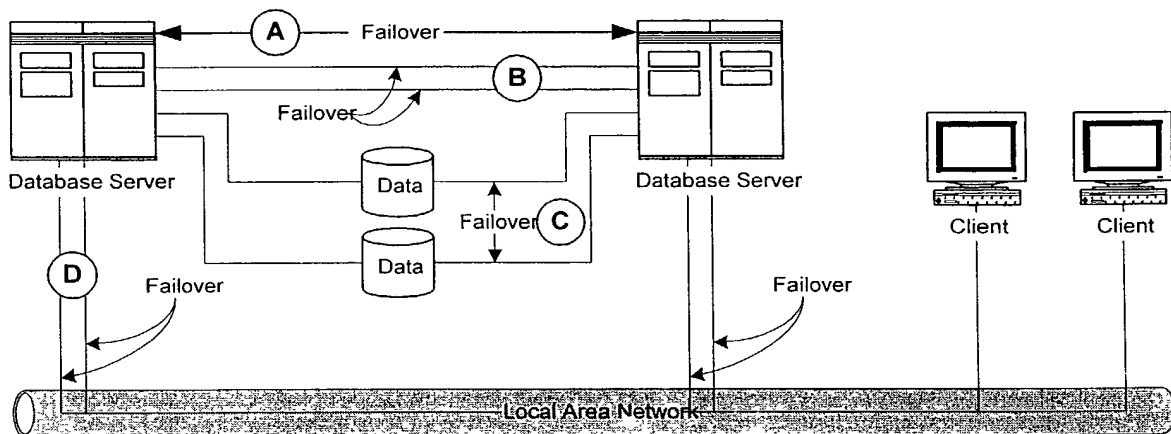


Figure 45

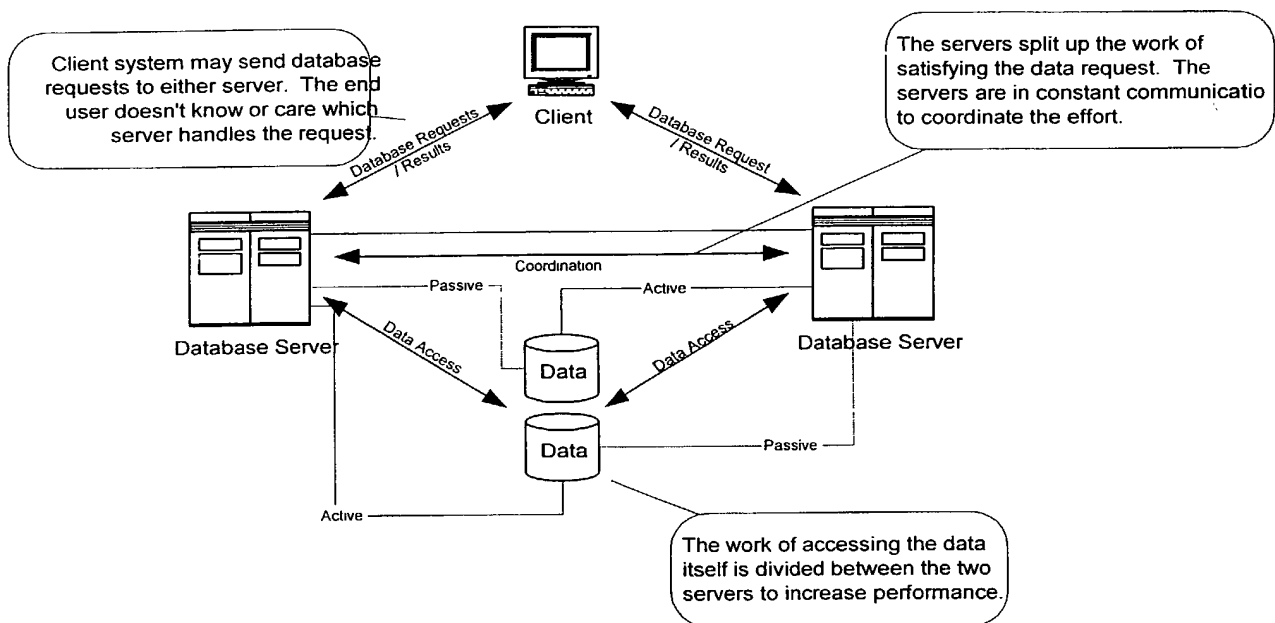


Figure 46

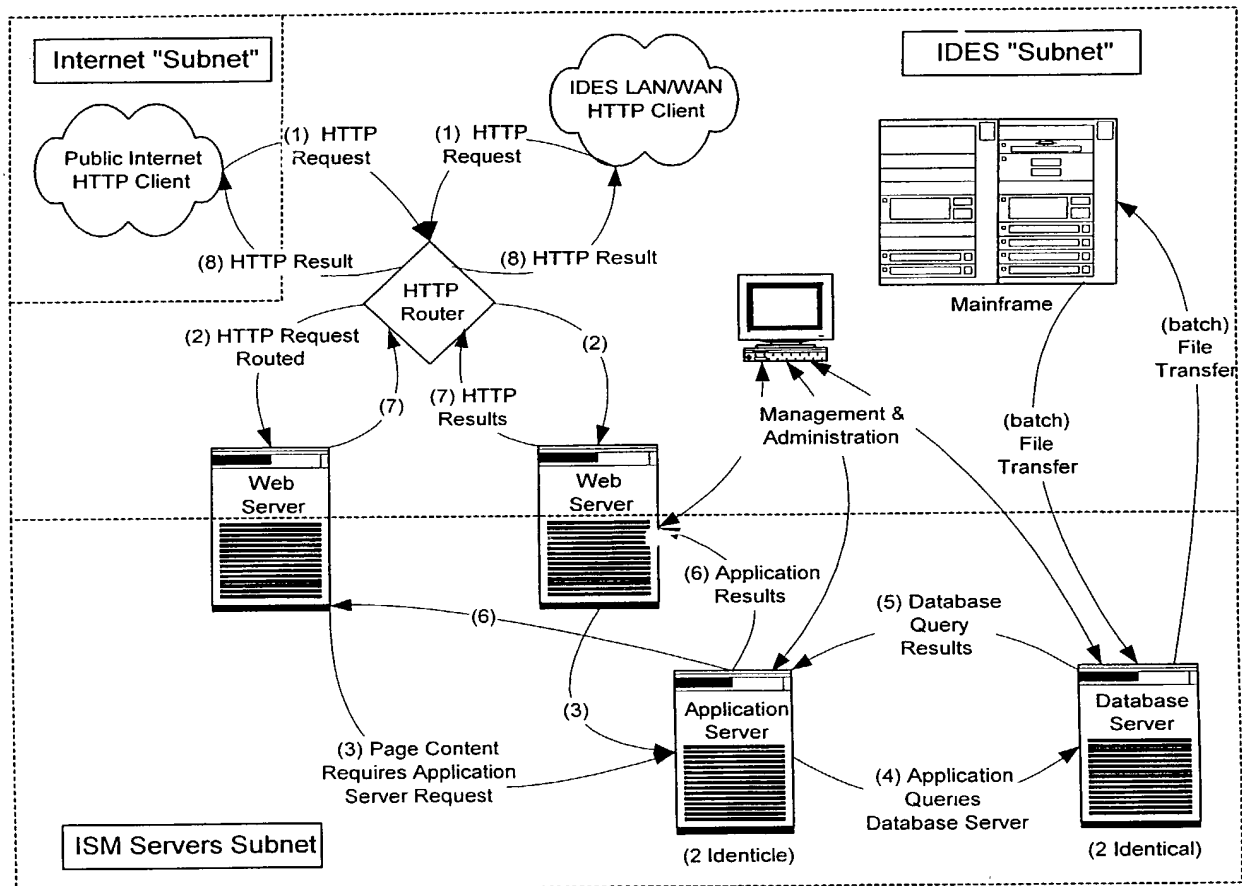


Figure 47

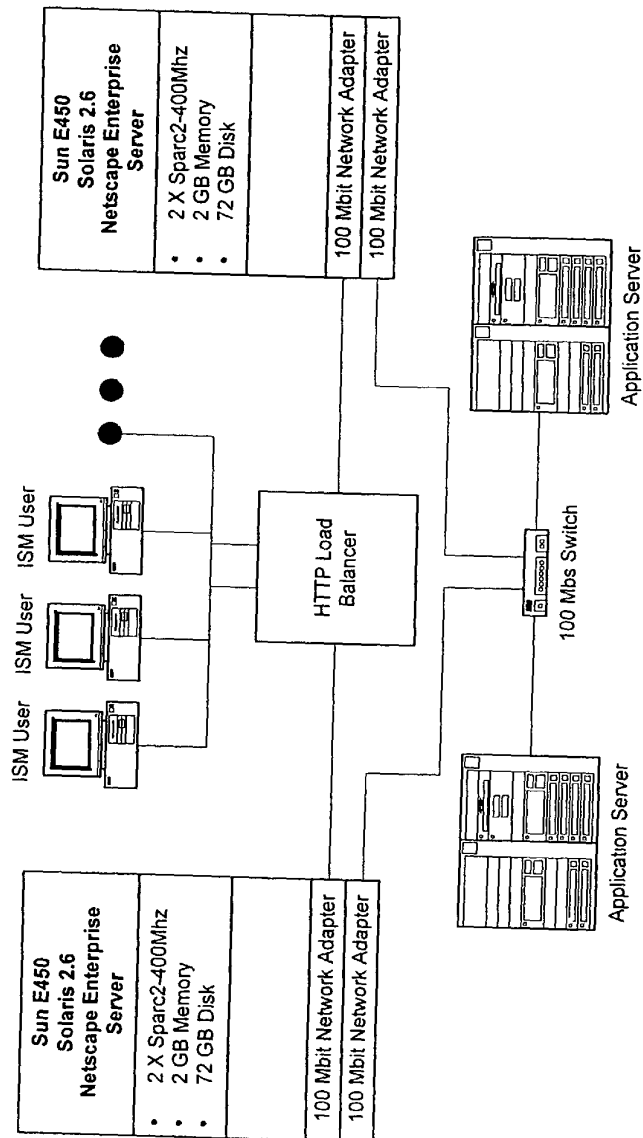


Figure 48

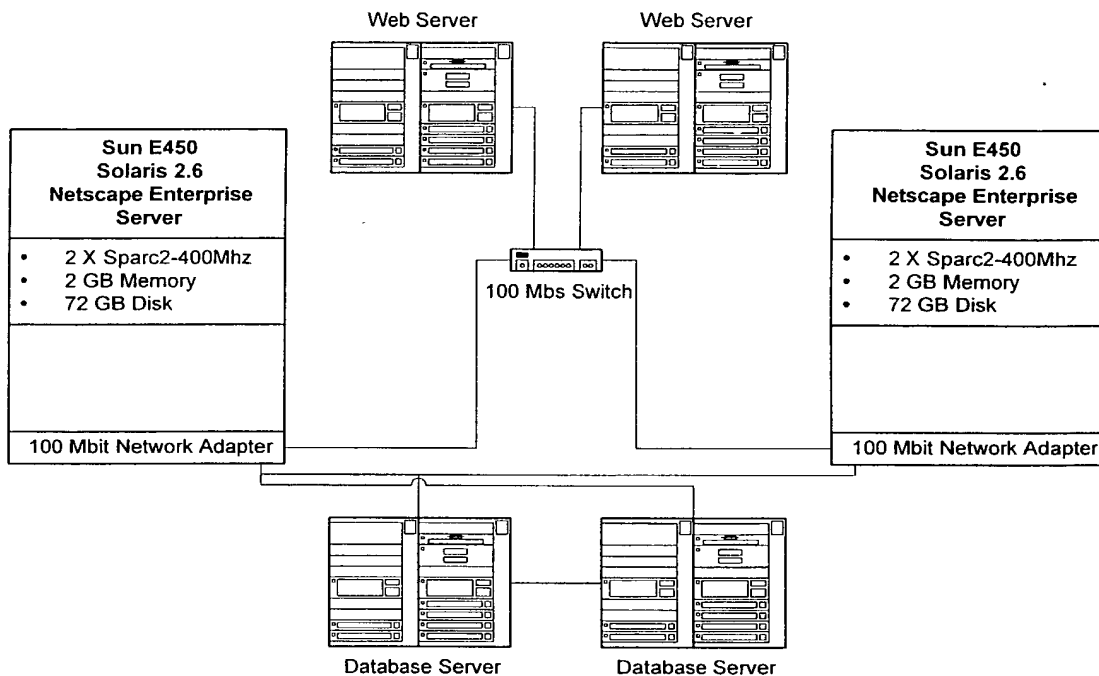


Figure 49

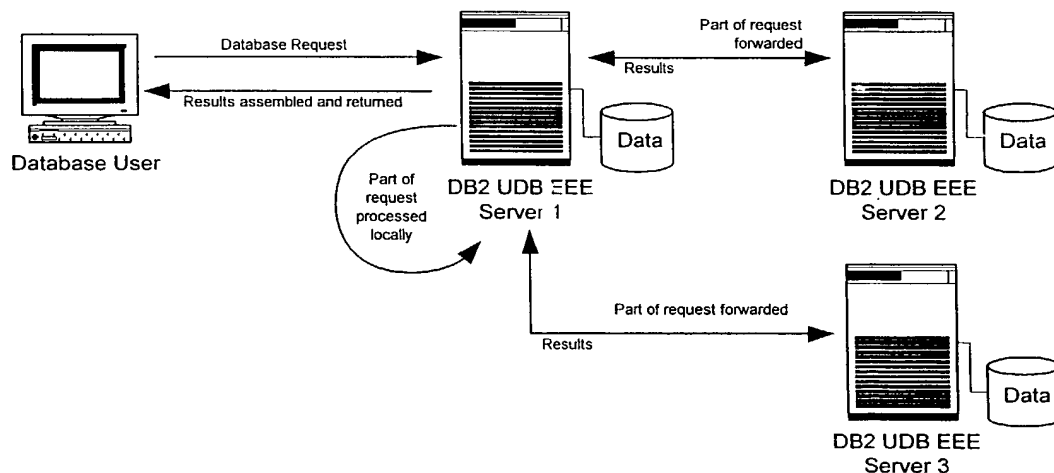


Figure 50

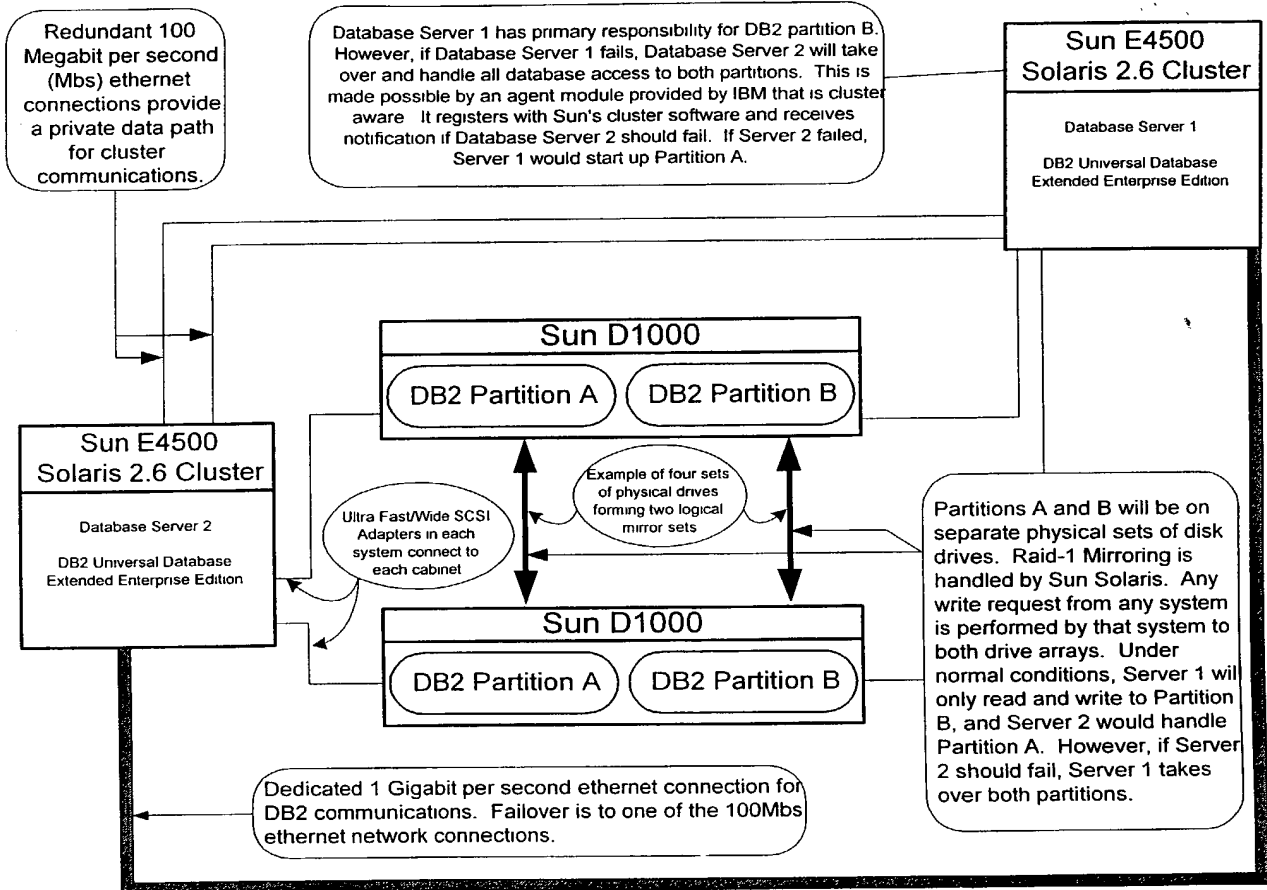


Figure 51



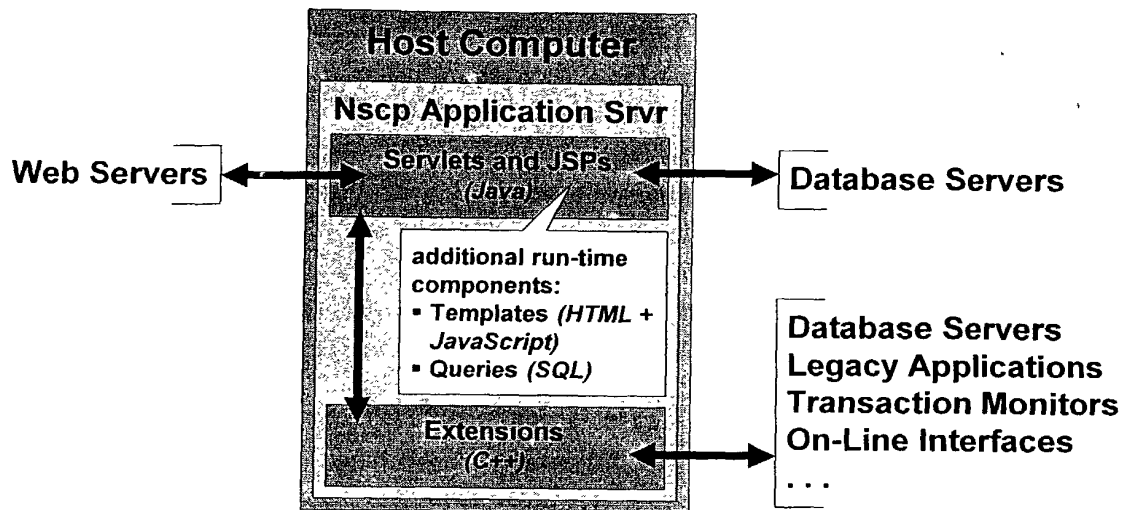


Figure 52

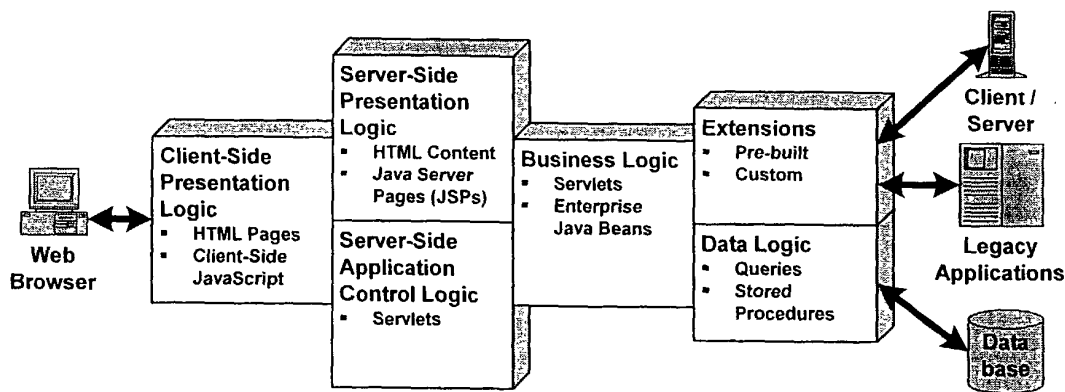


Figure 53

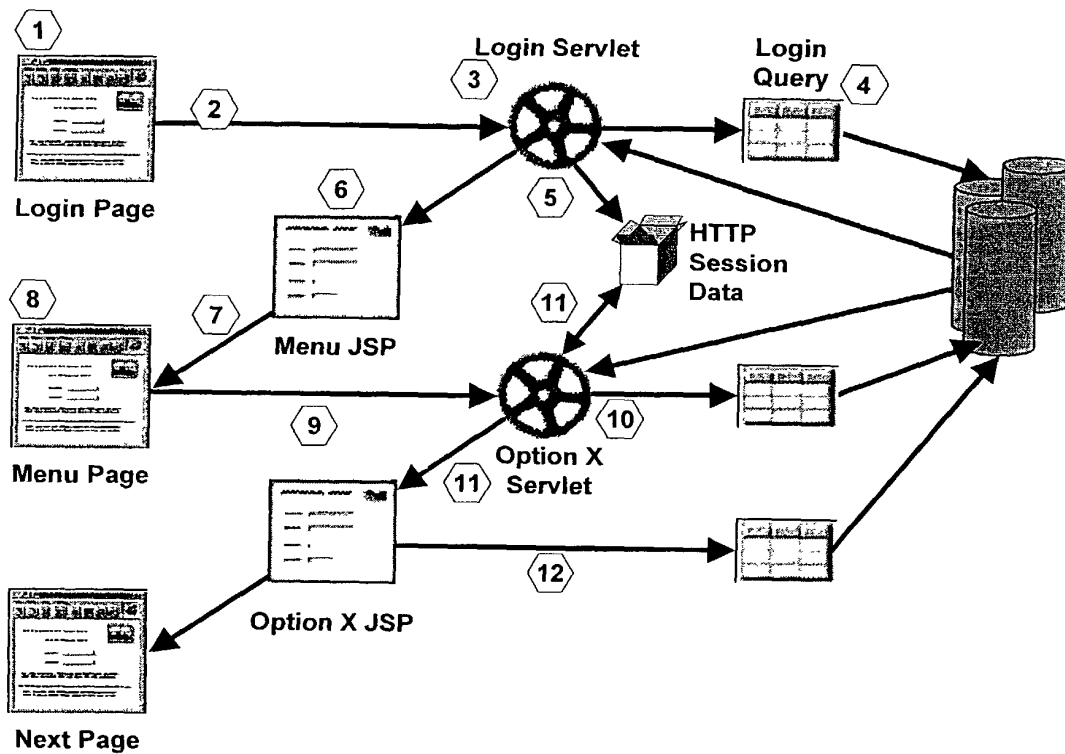


Figure 54

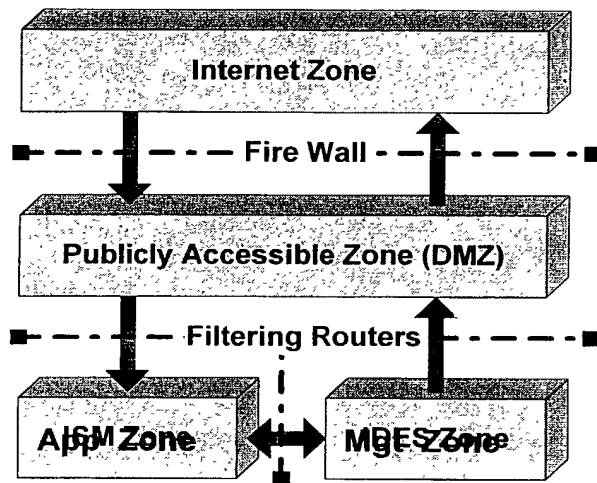


Figure 55

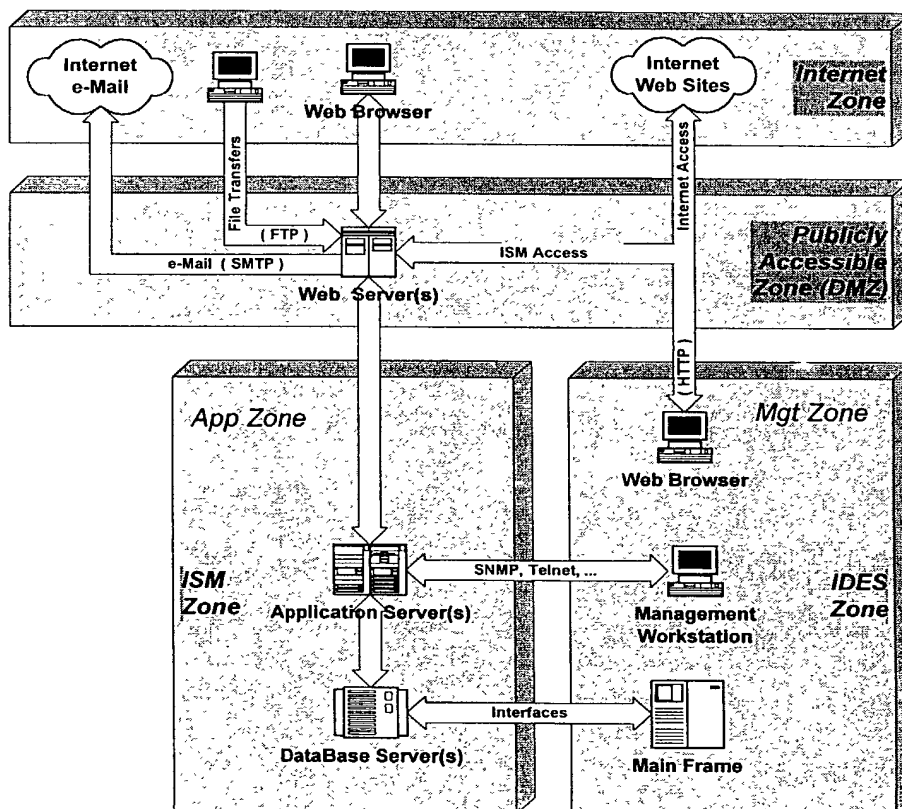


Figure 56





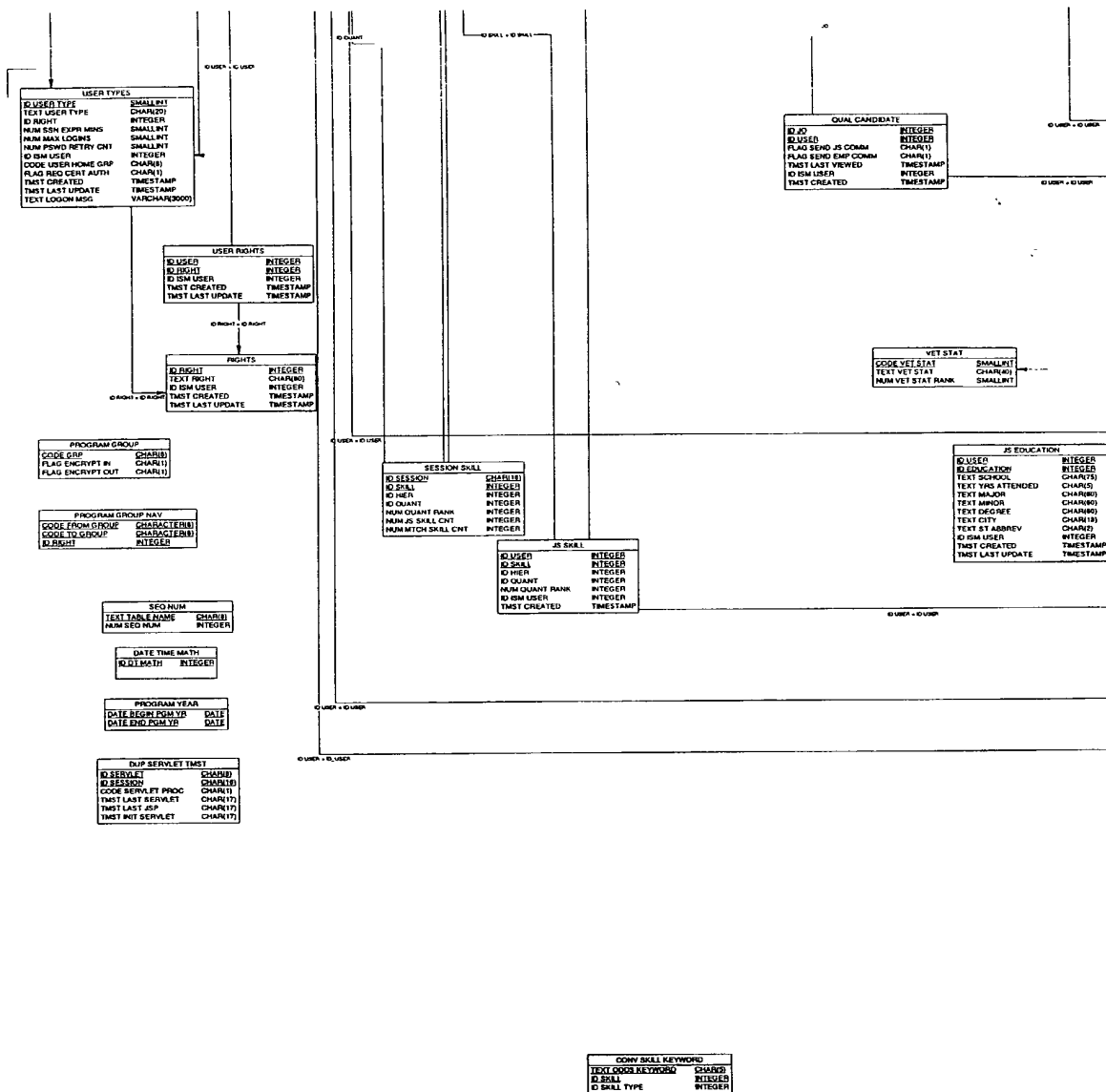


Figure 59

